



Visitor Manager



Identity Manager

Client User Manual

www.badgepass.com



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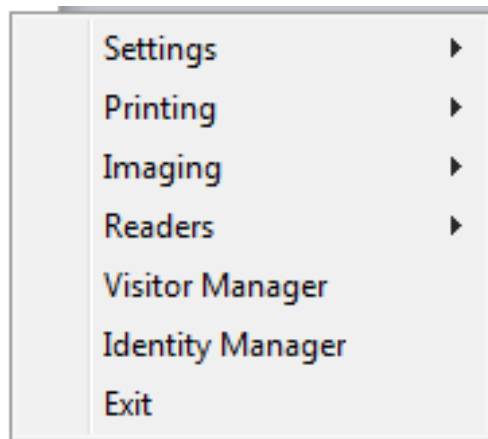
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Context Menu

The context menu is where the Visitor Manager and the Identity Manager are opened from. Additionally, all configuration interfaces for the hardware used by the two modules and the help menu are accessed from here.

Right click on the client icon in the systray to show the menu tree.



To open the Visitor Manager, right click on the client icon in the systray and left click on the *Visitor Manager* selection.

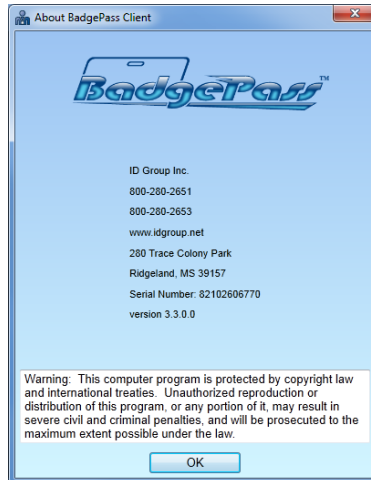
To open the Identity Manager, right click on the client icon in the systray and left click on the *Identity Manager* selection.

Settings

To configure the behavior of BadgePass Client, right click on the client icon in the system tray, drag your cursor over the *Settings* selection in the menu and another menu will appear. Here the behavior of BadgePass Client features can be manipulated. Additionally, the *Reporting* re-director and *Help* selections can also be accessed here.

Help Options

Click the *Settings* submenu, the *Help* submenu, and finally the **About** item to launch an information window for BadgePass Client.



This window shows the name of company you bought BadgePass from, their phone number, website address, the serial number, and the version of BadgePass Client that you are currently running. Click the *OK* button to close the window.

Click on **Manual** to launch the manual for BadgePass Client.

Click on *Advanced* to see other advanced options, including *Get Latest Settings from BadgePass Server*.

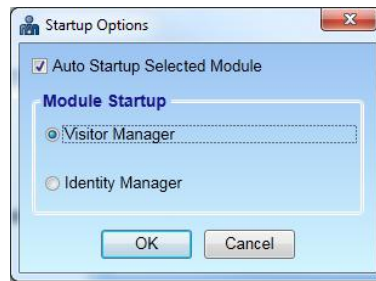
Get Latest Settings from BadgePass Server

This will get the latest changes made to the BadgePass Server in the BadgePass Management Console. It is advised, that any time you make changes in the management console, that you use this feature to assure that your client has the latest configuration and will function as expected. This function is NOT performed when the client starts up. So, simply restarting the client will not perform this action.

Startup Options

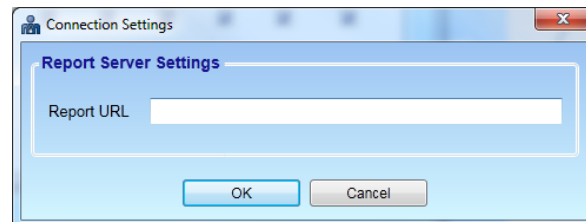
The *Startup Options* is where either the Visitor Manager or Identity Manager modules can be configured to launch automatically whenever the BadgePass Client is ran.

Select the *Settings* submenu, then the *Startup Options* item. Once the window opens select *Auto Startup Selected Module* and then select either the *Visitor Manager* or *Identity Manager* module.



Reporting

BadgePass Client allows you to view reports of visit and visitor data. By clicking on the *Settings* submenu, then the *Reporting* item in the context menu, the user is able to set the address for the reports. This is useful if the report server is not a default install or exists on a machine other than the BadgePass Server does.



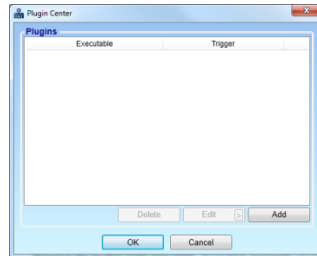
Enter the URL for the reports. This is the URL that will be opened when the *Reports* button on the Home tab is clicked.



If no URL is set, the default URL will be opened which is "http://[your server name]/reports."

Plugin Manager

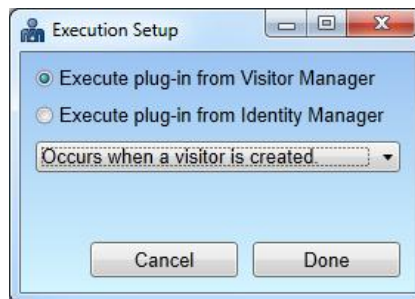
The *Plugin Center* is used to run third party executables based on a trigger or stimulus from a custom button. (Refer to Appendix A of this manual for the NSOPR setup.)



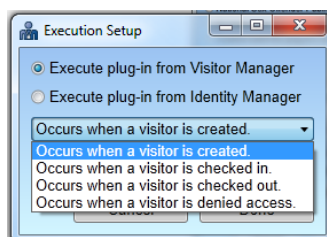
Click *Add* to add a plug-in, the following screen will appear.



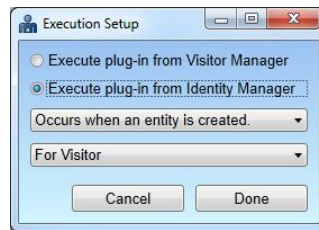
On the *Select Plug-in Type* window you will be presented with three options: *National Sex Offender Public Website*, *ID Verification* and *Custom build the plug-in's settings*. If you select *National Sex Offender Public Website* and click *Next* you will see the following screen.



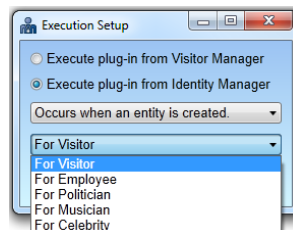
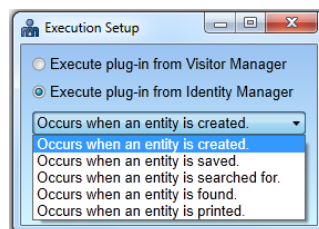
Here you can specify the *Execution Setup* for the plugin to either *Execute plug-in from Visitor Manager* or *Execute plug-in from Identity Manager*. If you choose to execute from Visitor Manager the drop down list will populate with a few choices of when then event is executed. See the image below for the entire list.



If you select *Execute plug-in from Identity Manager* then the values in the first drop down list will change and a second drop down list will appear. The second drop downlist is used to specify which entity in Identity Manager this particular event will be executed for.



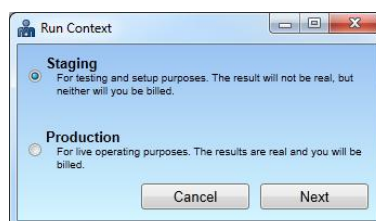
See the two images below for the values in each list.



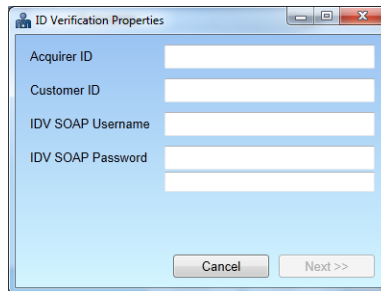
The next plug-in type is ID Verification.



By selecting *ID Verification* and clicking the *Next* button you will be presented with the *Run Context* window. On this window there are two options, *Staging* and *Production*. The *Staging* option allows for the verification to be performed for testing purposes. However, the *Production* option allows for verification to be performed for live purposes. This type will be real and you will be billed accordingly.

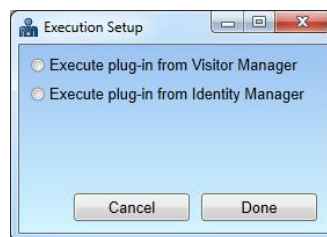


After selecting the desired context type, you will now be required to enter some credentials into the *ID Verification Properties* window. Upon entering your credentials, click the Next button.



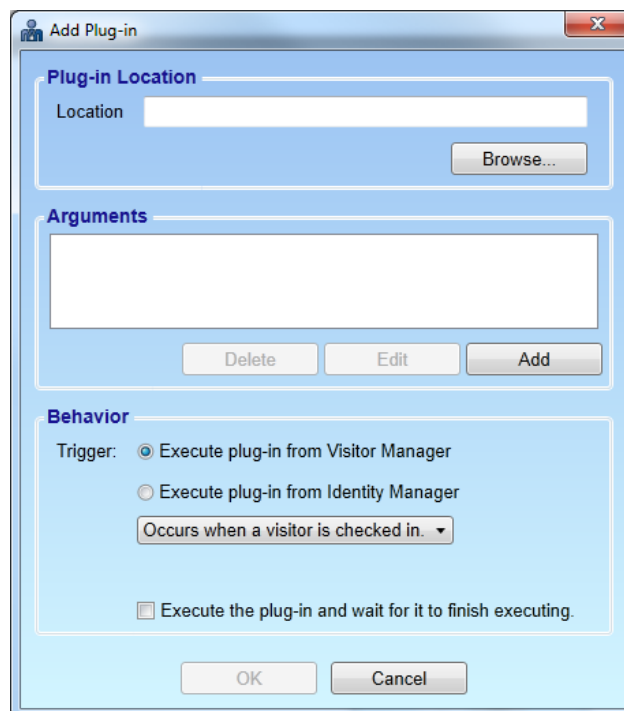
The *ID Verification Properties* dialog box contains four text input fields: **Acquirer ID**, **Customer ID**, **IDV SOAP Username**, and **IDV SOAP Password**. At the bottom, there are two buttons: **Cancel** and **Next >>**.

Once the credentials have been entered correctly you will be presented with the *Execution Setup* window. There are two options here: *Execute plug-in from Visitor Manager* and *Execute plug-in from Identity Manager*. Make your selection and click *Done*.



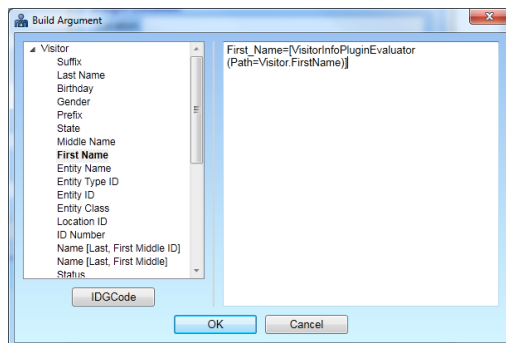
The *Execution Setup* dialog box features two radio button options: **Execute plug-in from Visitor Manager** and **Execute plug-in from Identity Manager**. At the bottom, there are two buttons: **Cancel** and **Done**.

If you choose to custom build the plugin, then you will see the following screen after clicking the *Next* button.



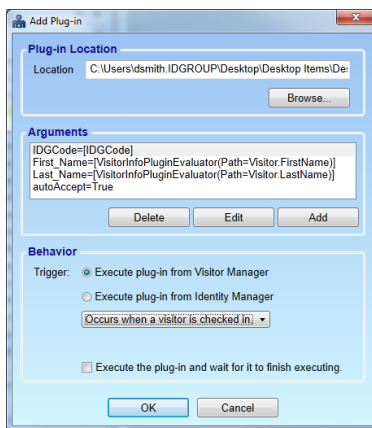
The *Add Plug-in* dialog box is divided into three sections: **Plug-in Location**, **Arguments**, and **Behavior**.
- The **Plug-in Location** section has a **Location** text field and a **Browse...** button.
- The **Arguments** section has a large text area and three buttons: **Delete**, **Edit**, and **Add**.
- The **Behavior** section has a **Trigger:** label followed by two radio button options: **Execute plug-in from Visitor Manager** (selected) and **Execute plug-in from Identity Manager**. Below these is a dropdown menu showing **Occurs when a visitor is checked in.** At the bottom of the **Behavior** section is a checkbox labeled **Execute the plug-in and wait for it to finish executing.** At the very bottom of the dialog are **OK** and **Cancel** buttons.

Browse to the location of the executable. If you have arguments you need to pass along to the plug-in you can add them to the *Arguments* box. Click *Add*.

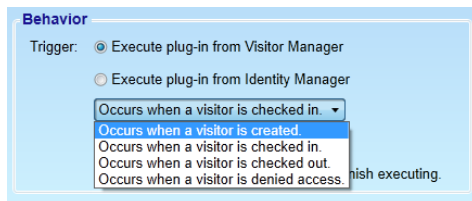


There will be a list of available fields in the left window, or you can manually type a value in the right pane. The example shown above is adding the first name to the plug-in as an argument.

Next, specify which module the plug-in will be executed from.



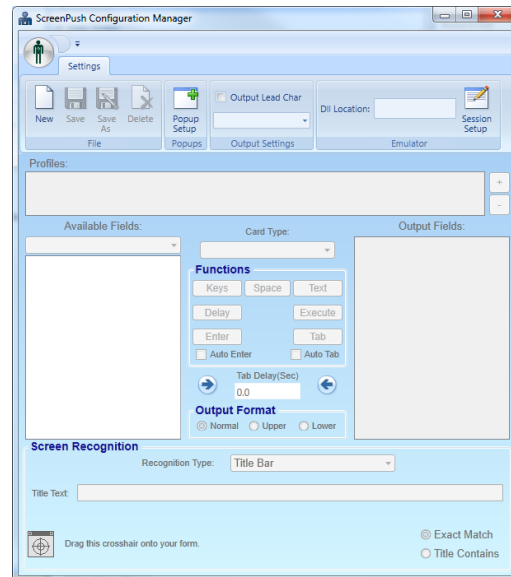
Then select the trigger that will cause the plug-in to execute.



If you select the *Execute the plugin and wait for it to finish executing* option then the Visitor Manager will not proceed until the process for the plug in terminates.

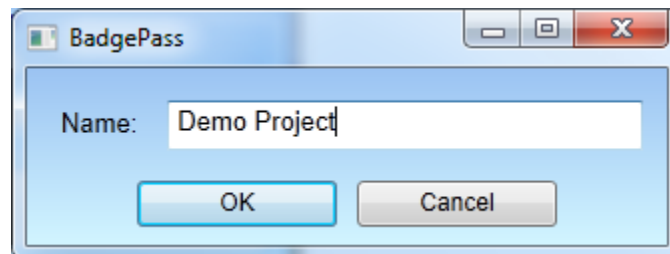
☐ Execute the plug-in and wait for it to finish executing.

Screen Push Setup



The Screen Push feature is designed to read data from any supported Driver's License, Passport, Military ID, standard Credit Card or Custom Card into BadgePass Client and automatically populate your third party application. Once setup properly, the system will populate multiple screens with little to no user interaction.

To add a new profile, click the *New* button. The following window will appear.



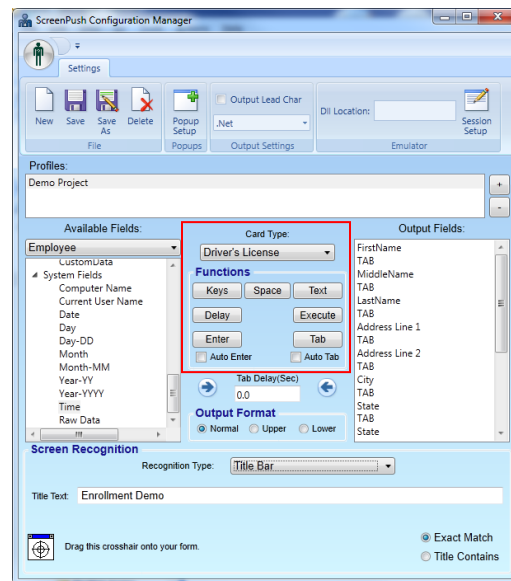
Enter the desired name for the profile and select the *OK* button. Your profile will now appear in the *Profiles* list at the top of the form.

Next, choose the *Card Type* that you wish to associate the new profile with. As the card type changes so does the data in the *Available Fields* column.

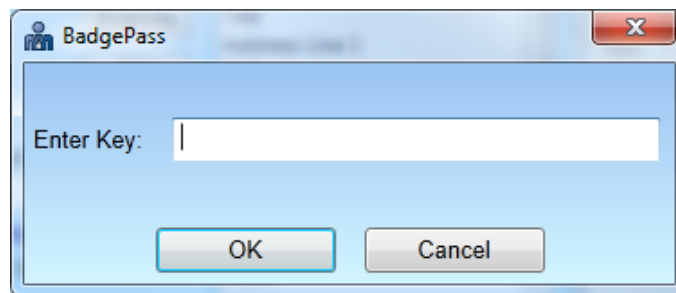
Then, choose the fields which you would like to be outputted, and please choose them in the order that form fields appear. To move a field from the *Available Fields* column to the *Output Fields* column, select the field that you wish to move and select the arrow button or double click on the selected field. Once the field is in the *Output Fields* column, you can add *Special Functions* and *Modifiers* by right-clicking on the field.

Next, choose the *Recognition Type* that you wish to use to recognize your form. The five methods are *Title Bar*, *Screen Scrape*, *Internet Explorer Scraper*, *Text Capture* and *Windows Controls*. Click [here](#) to see further explanations of each recognition type.

The Screen Push gives you the ability to add extra functionality to the output fields of a profile in the form of the *Functions* found on the ScreenPush Configuration Manager. See the sample image below:



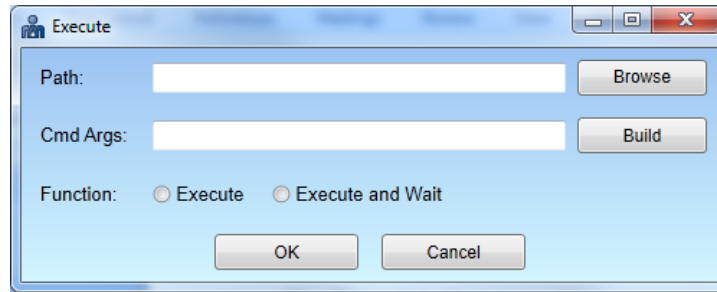
The **Keys** button is used to add extra key strokes. See the sample image below:



The **Space** button is used to add a space keystroke to the output list.

The **Delay** button is used to add a time delay (seconds) to the output list. Click the button and enter the delay time in seconds.

The **Execute** button is used to run an external executable during the output of a profile. See the sample image below:



Click the *Browse* button to navigate to the location of an external application you want to run. If the application can accept command arguments, then type those into the *Cmd Args* text box. Next choose either to *Execute* or *Execute and Wait*. The *Execute* option will cause the external application to run while continually processing a profile. In contrast *Execute and Wait* will cause the external application to launch but will not continue to process the profile until the external executable is closed.

The **Enter** button will add an ENTER keystroke to the output list.

The **Tab** button will add a TAB keystroke to the output list.

The **Auto Enter** checkbox will cause an *ENTER* to automatically be placed after every field you insert into the output list.

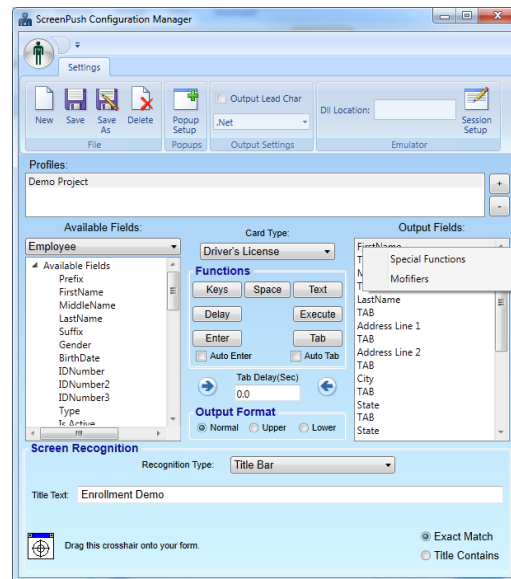
The **Auto Tab** checkbox will cause a *TAB* to automatically be placed after every field you insert into the output list.

The  button is used to add a selected field to the output fields list. In a similar fashion, the  button is used to remove a field from the output fields list.

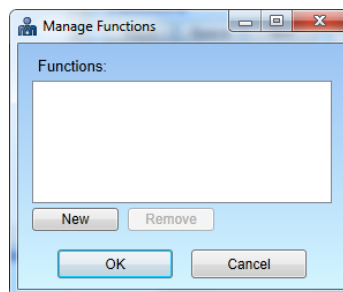
Within the **Functions** region there is a smaller section labeled *Output Format*. Here you can choose to output **ALL** fields within the current profile *Normal*, in an *Upper* case format, or a *Lower* case format.

Special Functions

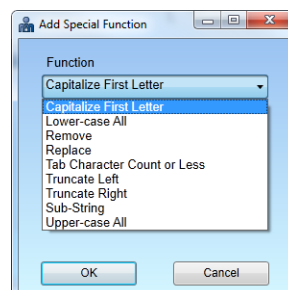
The **Special Functions** option gives the ability to apply a series of string manipulation functions on a field's data. To apply a special function to an output field, simply right click on the desired field in the *Output Fields* list and select *Special Functions*.



At this point you should see the dialog below:



To add a new function, click the *New* button. Upon doing so you should see the dialog below:



Special Functions:

Capitalize First Letter

This function takes the first letter of the field value and capitalizes it. See the example below:

Field:	Last Name
Field Value:	manningham
Result:	Manningham

Lower-case All

This function causes all characters to output in lower case. See the example below:

Field:	Last Name
Field Value:	McDaniel
Result:	mcdaniel

Remove

This function removes each instance of the function parameter from the field value. See the example below:

Parameter 1:	a
Field Value:	banana
Result:	bnn

Replace

This function takes every instance of the first parameter and replaces it with second parameter. See the example below:

Field:	State
Field Value:	Mississippi
Parameter 1:	i
Parameter 2:	a
Result:	Massassappa

Tab Character Count or Less

This function outputs a TAB keystroke if the field value length is less than the first parameter value. See the example below:

Field:	Last Name
Field Value:	Bond
Parameter 1:	3
Result:	No TAB outputted

Truncate Left

This function removes the first P1 (Parameter 1) characters of the field value. See the example below:

Parameter 1:	2
Field Value:	apple
Result:	ple

Truncate Right

This function removes the last P1 (Parameter 1) characters of the field value. See the example below:

Parameter 1:	2
Field Value:	apples
Result:	app

Sub-String

This function returns a smaller portion of a particular string. This is based upon the *Start Index (parameter 1)* and the *Length (parameter 2)*. See the example below:

Field:	First Name
Field Value:	Jonathan
Parameter 1:	2
Parameter 2:	3
Result:	nat

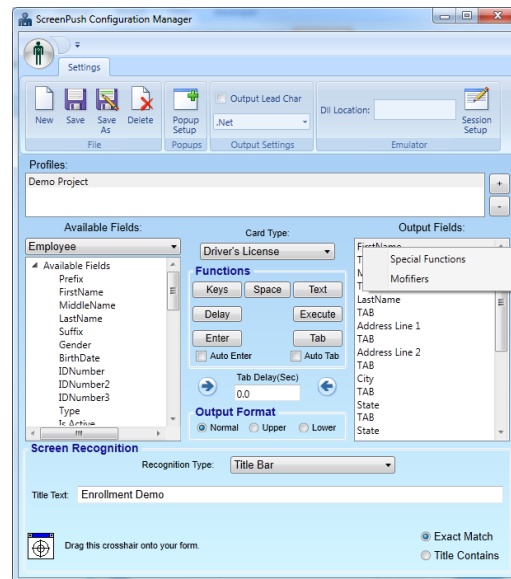
Upper-case All

This function causes all characters to output in upper case. See the example below:

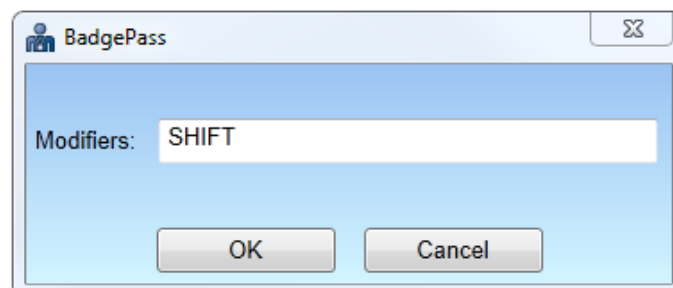
Field:	State
Field Value:	Massachusetts
Result:	MASSACHUSETTS

Modifiers

The **Modifiers** function is mainly for use with single characters. To apply a modifier to an output field, simply right click on the desired field in the *Output Fields* list and select Modifiers. See the image below:



Select Modifiers and the following dialog box will appear:

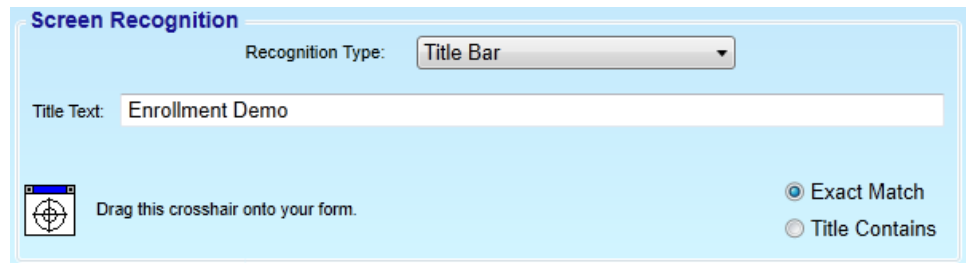


You can add keyboard modifiers, such as *Ctrl* and *Alt*, to the field. This allows for you to simulate shortcuts, such as *Ctrl + Alt + F12*. To add a keystroke or combination of keystrokes, simply press the key(s) you desire to use.

Recognition Types

Title Bar Recognition

To use *Title Bar Recognition*, select *Title Bar* in the *Recognition Type* list. The section should look like the image below:

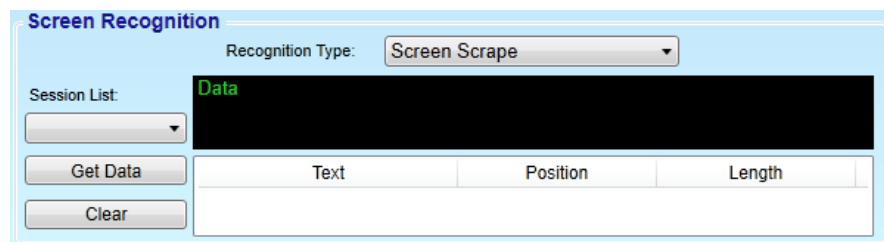


The screenshot shows a window titled "Screen Recognition". Inside, there is a "Recognition Type:" dropdown menu set to "Title Bar". Below this is a "Title Text:" text box containing the text "Enrollment Demo". At the bottom left, there is a small icon of a crosshair and the text "Drag this crosshair onto your form." At the bottom right, there are two radio buttons: "Exact Match" (which is selected) and "Title Contains".

Then, place the cursor over the crosshair in the bottom right corner of the section. Left click the mouse and your normal cursor should be replaced with a crosshair. Move the crosshair to the form that you wish to recognize, and release the mouse button. The *Title Text* textbox should then be filled with the title bar information.

Screen Scrape Recognition

To use *Screen Scrape Recognition*, select *Screen Scrape* from the *Recognition Type* drop down list. The section should look like the image below:



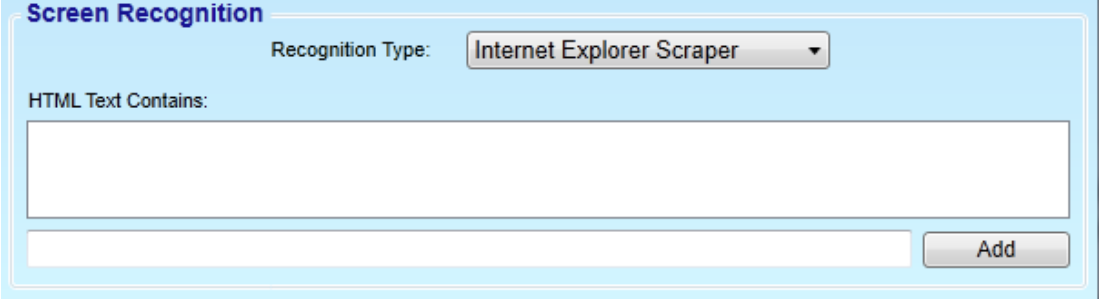
The screenshot shows a window titled "Screen Recognition". Inside, there is a "Recognition Type:" dropdown menu set to "Screen Scrape". On the left, there is a "Session List:" dropdown menu. Below it are three buttons: "Get Data", "Clear", and "Add Rule". To the right of the "Session List" is a large black rectangular area labeled "Data". Below this area is a table with three columns: "Text", "Position", and "Length". The table is currently empty.

Next, select the desired session from the *Session List* dropdown list. The *Session List* is the range of session ids that might be used by the emulator. Click the *Get Data* button. The black area should then be populated with data from the presentation space of the emulator.

Next, highlight a word that is unique in its placement in the presentation space. Then, right-click the highlighted area and click *Add Rule*. You should then see the rule in the table below the black area. Repeat this process until you feel that this profile is completely unique from any other profiles that you have or might have.

Internet Explorer Recognition

To use the *Internet Explorer Recognition*, select the *Internet Explorer Scraper* option as your recognition type. The section should then look like the image below:



Begin by typing the words or HTML that you want to match in the textbox titled *HTML Text Contains*. For example: "Online Registration" or you could use HTML tags such as:

```
<a href="somepage.php" target="body">
```

Here is an example of HTML for a website:

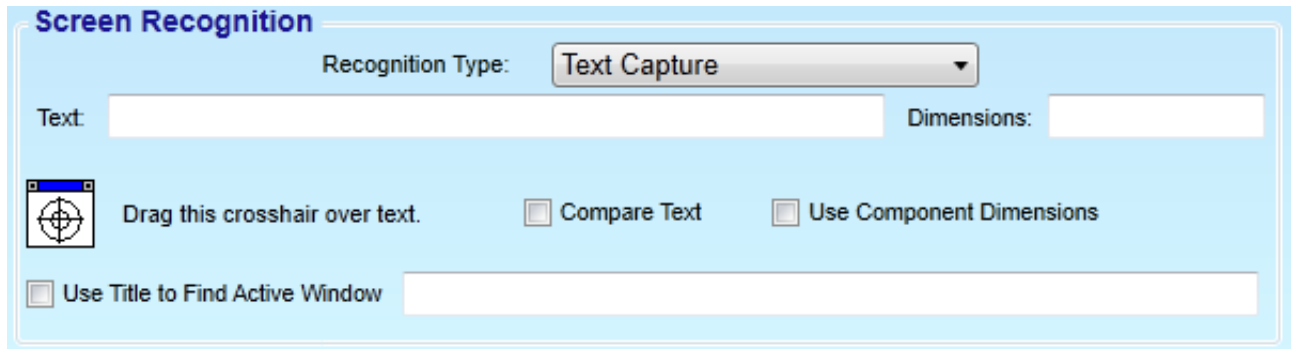
```
<body>

<br>
<center>
<br>
<div id ="attention">Online Registration Screen</div>
<br>
<a href="somepage.php" target="body"> Info Page</a>
<br>
Thank you for visiting our web site.
<br>
<a href="contact.html" target="body">Contact Us</a>
</center>
</body>
```

In the event all of the screens have the same title of Online Registration Screen, you can specify HTML code from the page. In order to look at the HTML for a particular page, in most cases simply right click on the browser window and choose *View Source*. This will vary from browser to browser.

Text Capture Recognition

To use the *Text Capture Recognition*, select Text Capture from the Recognition Type drop down list. The Screen Recognition section will now look like the image below:



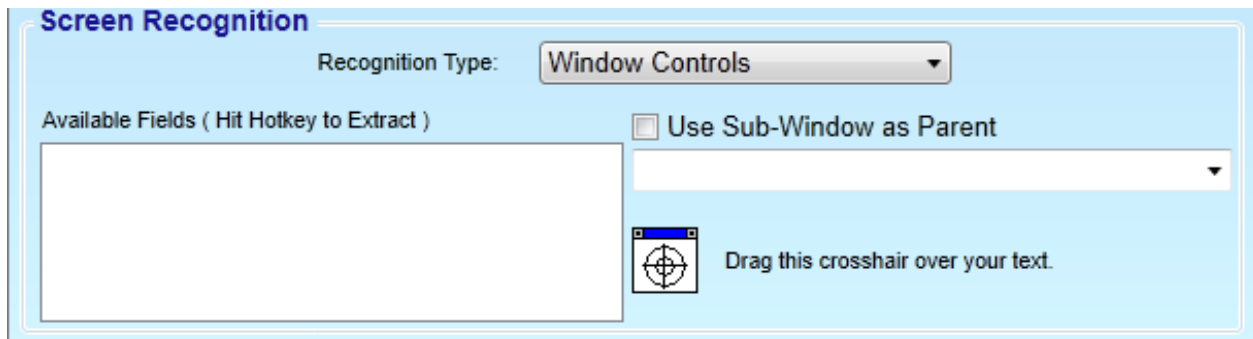
The screenshot shows a light blue dialog box titled "Screen Recognition". At the top, there is a label "Recognition Type:" followed by a dropdown menu currently set to "Text Capture". Below this, there are two text input fields: "Text:" and "Dimensions:". Under the "Text:" field, there is a small icon of a crosshair with a blue square above it. To the right of the icon is the text "Drag this crosshair over text." Further right are two checkboxes: "Compare Text" and "Use Component Dimensions", both of which are currently unchecked. At the bottom left, there is another checkbox labeled "Use Title to Find Active Window", which is also unchecked. To the right of this checkbox is a long, empty text input field.

Begin by left-clicking the crosshair icon (without releasing) and dragging it to the form that you will be filling out. Now place the crosshair icon over the form's text that you would like to match and release the left mouse button. The *Text* textbox should now be filled with the text you would like to match as well as the *Title* textbox should now be filled with the form's title bar text.

If you would like to match the text of the item, then select the *Compare Text* checkbox. To match the dimensions of the item at that location on the form, select the *Use Component Dimensions* checkbox. By choosing this option you can specify a margin that will allow the item to still match if it is not exactly the same size. For example, if you are matching an item that is 10 x 10 (10 pixels long by 10 pixels wide), and you specify a margin of 2, the form will match if there is an item on it that is 8 x 8 up to 12 x 12.

Windows Controls Recognition

To use the *Windows Controls Recognition*, select *Windows Controls* from the *Recognition Type* drop down list. The *Screen Recognition* section will now look like the image below:



The screenshot shows a software window titled "Screen Recognition" with a light blue background. At the top, there is a label "Recognition Type:" followed by a dropdown menu currently displaying "Window Controls". Below this, on the left, is a label "Available Fields (Hit Hotkey to Extract)" above a large, empty rectangular text box. To the right of this box is a checkbox labeled "Use Sub-Window as Parent", which is currently unchecked. Further right is another empty dropdown menu. Below the checkbox and the second dropdown menu is a small icon of a window with a crosshair, and to its right is the text "Drag this crosshair over your text."

Begin by left-clicking the crosshair icon (without releasing) and dragging it to the form that you will be filling out. Now release the left mouse button. The title of the form will now be displayed in the drop down list beneath the *Use Sub-Window as Parent* checkbox. Next, make the window you are trying match the active window and press the assigned Hot Key. This will cause all of the available controls to be listed in the *Available Fields* area.

The *Use Sub-Window as Parent* is used when a form has a child window within itself. You can choose which child window you would like to count the items on. This gives you the ability to match the form in case the parent form was to ever change.

Once the screen recognition is set, you must save the profile. You do this by selecting the *Save* or *Save As* buttons. Now, your profile is complete.

Client Behavior Setup

The Client Behavior Setup tells the BadgePass Client how to behave when a card is read in a reader. To access this configuration click the *Settings* submenu, then *Client Behavior Setup*.

All the default cards and custom cards will show up under the *Card* tab section.

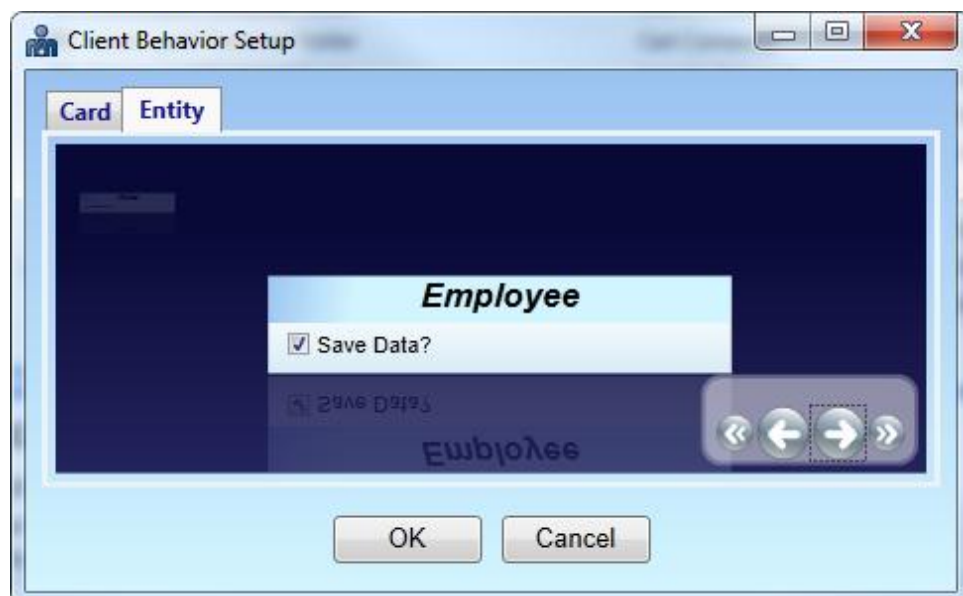


The **Populate Screen** option refers to which window will be populated when a card is read. If *Visitor Manager* is selected then the Visitor Manager screen will be populated and if *Identity Manager* is selected then the Identity Manager screen will be populated when a card is read. However, if *Current Window* is selected then whatever window has focus when the card is read will be populated.

The **Set Default Entity** option applies to the Identity Manager. It determines which entity to populate if the client is minimized.

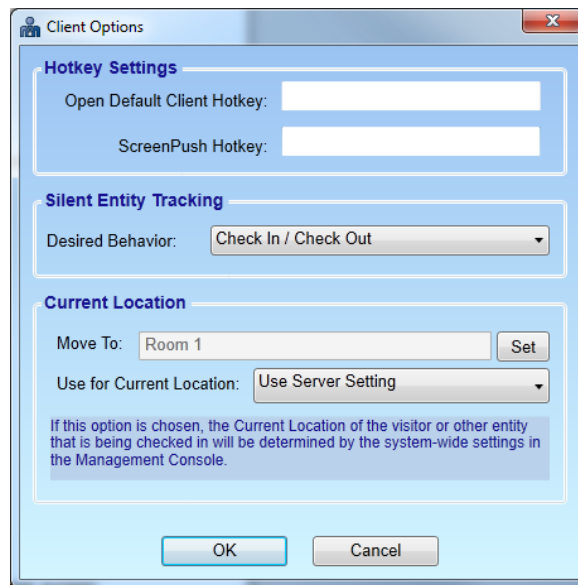


The *Entity* tab refers to how the data is treated in the Identity Manager screens. If the Save Data checkbox is checked then the data in the Identity Manager screens will be saved to the BadgePass entity tables. However, if it is un-checked the data will not be saved. Also the Identity Manager screen will not show the navigation buttons or the *Print All* button and the *Save* button will change to a *Finish* button.



Client Settings

Click on the *Client Settings* item in the *Settings* submenu and you will see the following screen:



The image shows a Windows-style dialog box titled "Client Options". It contains three main sections: "Hotkey Settings", "Silent Entity Tracking", and "Current Location".

- Hotkey Settings:** Contains two text input fields. The first is labeled "Open Default Client Hotkey:" and the second is labeled "ScreenPush Hotkey:". Both fields are currently empty.
- Silent Entity Tracking:** Contains a label "Desired Behavior:" followed by a dropdown menu. The dropdown menu is currently set to "Check In / Check Out".
- Current Location:** Contains a label "Move To:" followed by a text input field containing "Room 1" and a "Set" button. Below this is a label "Use for Current Location:" followed by a dropdown menu set to "Use Server Setting". A blue-shaded text box below the dropdown explains: "If this option is chosen, the Current Location of the visitor or other entity that is being checked in will be determined by the system-wide settings in the Management Console."

At the bottom of the dialog are "OK" and "Cancel" buttons.

The *Open Default Client Hotkey* will be the key you press to open the Visitor Manager screen when it is running minimized.

The *Screen Push Hotkey* is the key or key sequence you will press to output the data for the Screen Push.

The *Silent Entity Tracking* desired behavior feature of the client can be set to behave as a *Check-In / Check-Out* or as a *Check Point Only*. This feature can be set by changing the selection in the combo box under *Silent Entity Tracking*. By default, *Check-In / Check-Out* is selected.

The *Move To* feature allows you to set the starting location for an entity when using entity tracking.

Printing

BadgePass Visitor Manager has the ability to print badges (forms) for visitors. While global badge printing preferences can be set in the BadgePass Management Console, those global settings can be overridden locally.

VM Badge Printing

This is the section where the global badge printing preferences on the local BadgePass Visitor Manager are overridden.

NOTE: With the exception of Auto Print Badge features, all badge printing preferences are set to use the global settings by default.

Auto Print Badge

The Auto Print Badge features allow BadgePass Visitor Manager to automatically print a badge for each time a visitor is checked-in or checked-point only.

By checking the *Auto-print visitor badge on check-in* check box, BadgePass Visitor Manager will automatically print a badge for each visitor upon check in.

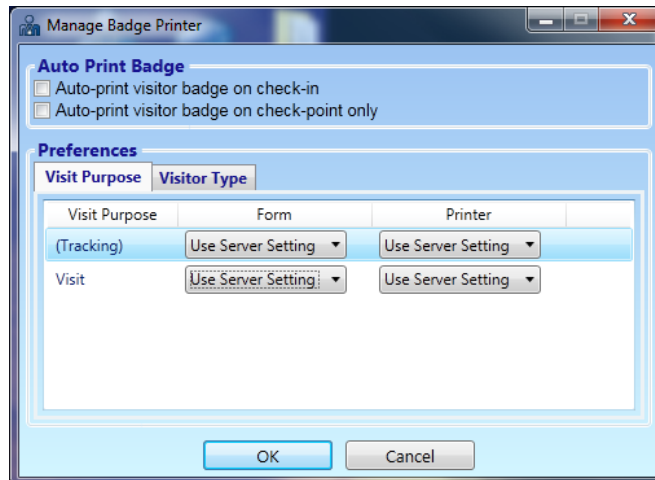
By checking the *Auto-print visitor badge on check-point only* check box, BadgePass Visitor Manager will automatically print a badge for each visitor upon check-point only.

Regardless of whether or not the Auto Print Badge options are checked, the user can always choose to manually print a badge for a visitor.

Preferences

This section allows you to set correlate badges and printers based on a *Visit Purpose* or *Visitor Type*.

NOTE: Visit purpose takes precedence over the visitor type.



There are two tabs in this section: *Visit Purpose* and *Visitor Type*. Each tab contains a list of *Form / Printer* settings for each of its respective properties.

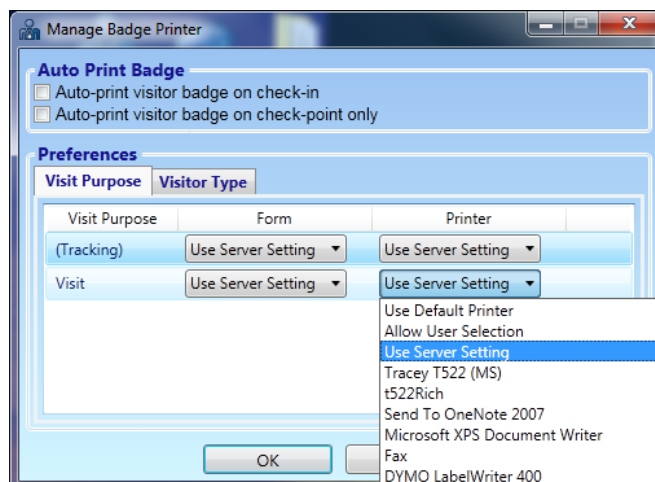
The **Form** (badge) drop down menu contains three built in options as well as an item for each badge imported into the BadgePass Suite.

Auto Disabled: This option will override the Auto Print Badge setting and cause the badge to NOT be printed automatically. The user can still manually print a badge.

Allow User Selection: This option will cause a drop down menu to appear allowing the user to select which badge to print.

Use Server Settings: This option will cause the global settings to be used. This is the default setting.

(All Other Options): In the above display, the last two options are Parent and Visitor. These are the names of the badges that have been imported into the BadgePass Server. Choosing an imported badge will cause that badge to be printed.



The **Printer** drop down menu contains three built in options as well as an item for each printer found on the local computer.

Use Default Printer: This option will cause the badge to be printed to the local computer's default printer.

Allow User Selection: This option will cause a drop down menu to appear allowing the user to select which printer to use.

Use Server Settings: This option will cause the global settings to be used. This is the default setting.

Clear Print Queue

Just as its name implies, this option clears the printer queue. Currently, however, this feature works ONLY with the DIS printer.

Imaging

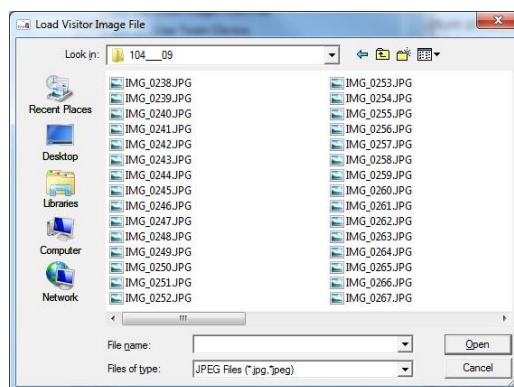
BadgePass Client gives users the ability to capture images in both Visitor Manager and Identity Manager through several different methods.

Image Capture

Click the *Imaging* submenu and then select *Image Capture*. This will open the *Image Settings* window where the image device and settings can be selected.



Load Image From File allows the end user to select a file for the image. When you click on the *Test Acquisition* button you will get a Windows file navigation window for you to select the file.



The *Twain* option will allow you to use any twain compatible input device for image acquisition. You can select whether you would like the user to select the device from a list that will show up when they go to take an image or default to a specific device.

Use WIA Device will allow you to use any WIA compliant input device for image acquisition.

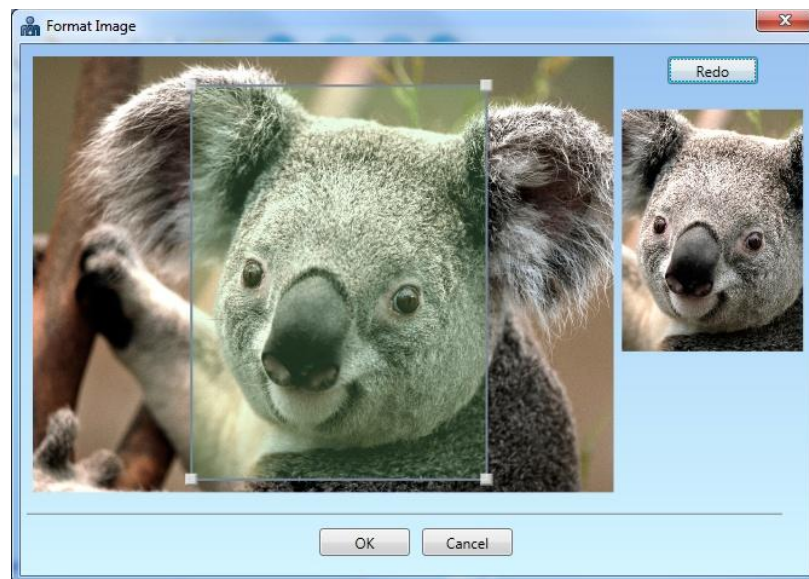
Direct Show is another form of device input geared more towards web cams.

BadgePass Camera will use the BadgePass camera for image acquisition.

Signature Capture will use the signature pad to capture a signature.

ID PIX will support Direct Show, BadgePass Camera, and Videology images and automatically crop the face.

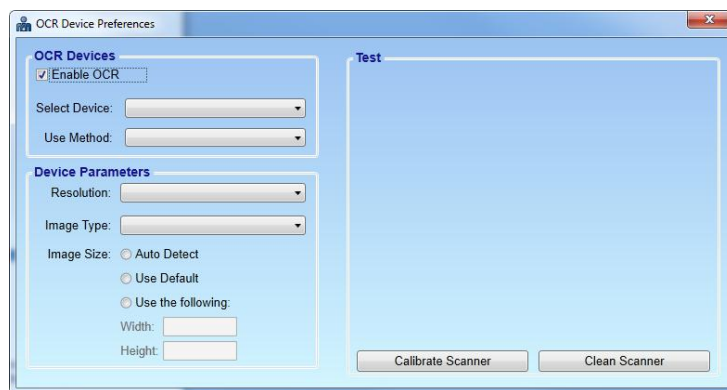
Regardless of which means you use to acquire an image, once an image is acquired the Format Image window will display the newly acquired image. Here the user can use the crop control to crop the image, if desired. Additionally the user can double click in the area of the image that you would like for the crop control to be centered and the crop box will jump to that section. Notice that image viewer on the right will show you what the cropped image would look like. As the crop control is moved around on the captured image the image box on the right will change with the movement. Once you are satisfied, click *OK*. Below is a sample image showing this screen.



OCR

OCR (Optical Character Recognition) scanning is a way to extract the information from a valid driver's license or passport. It can be used for check in as well as adding an image of the person.

Under the *Imaging* submenu select *OCR*. Once the *OCR Device Preferences* window opens, select the *Enable OCR* check box to enable OCR scanning.



The device you wish to use can be selected from the *Select Device* drop down list. There are four supported devices at the time of this print: the ScanShell 800 (driver licenses), the ScanShell 1000/A (driver licenses and passports), the SnapShell Camera (driver licenses, including 2-D barcodes), and the SnapShell Passport (driver licenses and passports).

The *Use Method* box determines if the scanner will be able to get information out of a 2-D barcode like a regular 2-D barcode reader. It should be noted that by choosing *2-D Barcode* or *2-D Barcode & Front of Card*, that the parameters for the device are automatically set and cannot be changed in the interface until the use method is changed back to *Front of Card*.

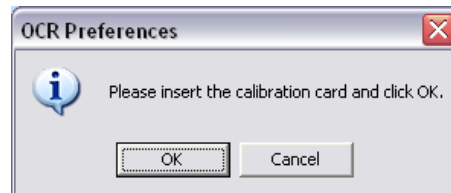
The installation processes for the SnapShell Camera and SnapShell Passport are much different than the other devices and the instructions are found in the installation manual for BadgePass Client. It should also be noted that OCR is a less reliable way than reading barcodes or magstripes using the IDG 250 reader to gather data. Always check the data before accepting.

Set the *Resolution* under the device parameters. The recommended resolution is 300. Set the *Image Type* to either *Gray Color* or *True Color* depending on your needs. Typically *True Color* works better than *Gray Color*.

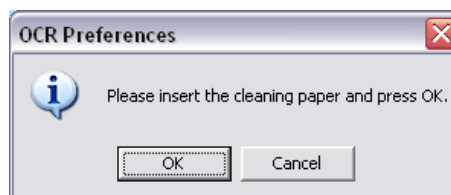
Set the *Image Size*. *Auto Detect* will determine what type of document is being fed into the scanner and will then set the width and height variables accordingly. *Use Default* is simpler. It will set the width and height depending on the scanner type only. You can manually set the image size by choosing *Use the following* and typing the *height* and *width* of the image.

You should always calibrate the scanner before using to ensure you get the best possible scan. If the reader begins to produce inaccurate information you should try cleaning the scanner.
NOTE: The SnapShell Camera and SnapShell Passport do not require calibrating.

To calibrate the scanner you will need the calibration paper that comes with the scanner. Simply click on *Calibrate Scanner* button under the test section of the OCR Device Preferences screen and follow the directions on the screen.



To clean the scanner you will need the cleaning paper that comes with the scanner. Simply click on *Clean Scanner* under the test section of the OCR Device Preferences screen and follow the directions on the screen.



To use the OCR scanning option just insert the card or passport into the reader when you are ready to search for a visitor.

The following screen will appear:

A screenshot of a web application form titled "Add Visitor Info". The form is divided into several sections. On the left, under "Visitor Information", there are text boxes for Last Name (SMITH), First Name (CHESNEE), Middle Name, Birth Date (02/25/1973), ID Number (800000000), Gender (Female), and Visitor Type (Parent). Below this is the "Primary Address" section with text boxes for Line 1 (P O BOX 32), Line 2, City (Ridgeland), State (Mississippi), Zip Code (39000), and Type (Home). On the right, there is a "Visitor Image" section with a photo of a woman. Below that is the "Visitor Phone" section with text boxes for Phone Number (0 -), Extension, and Type (Home). At the bottom right is the "Additional Information" section with text boxes for Favorite Food, Hair Color, Height, and Weight. At the bottom of the form are "OK" and "Cancel" buttons.

NOTE: Double check the accuracy of the information gathered to make sure it is correct!!

You can also swipe your license in the IDG 250 reader and when the input screen appears you can run the card through the OCR scanner to add the picture.

NOTE: If you are using the SnapShell Camera or SnapShell Passport as your OCR device, it is important to know that when BadgePass Client is closed that it takes approximately 5 seconds for the device to be fully released by the application. Once it has been released, the green LED on the device will turn off and the device is ready to be used again.

NOTE: It is important to remember that the OCR devices are port specific devices. This means that if you unplug the device from its current USB port and plug it into another, it will not function properly. To resolve this issue, you must reinstall the device. Please see the BadgePass Client Install manual for instructions on how to reinstall the SnapShell Camera or SnapShell Passport.

The ScanShell 800 scanner is for scanning ID Cards only.

The ScanShell 1000/A scanner is for scanning ID Cards and Passports.

The SnapShell Camera is for scanning the front of ID Cards and 2-D Barcodes, often found on the back of ID Cards.

The SnapShell Passport is for scanning ID Cards and Passports.

NOTE: When using the ScanShell 1000/A scanner and the SnapShell Passport devices the top most button (with the ScanShell 1000/A the buttons on the right side of the scanner) is for scanning ID Cards, the middle button is for scanning passports and the bottom button doesn't do anything.

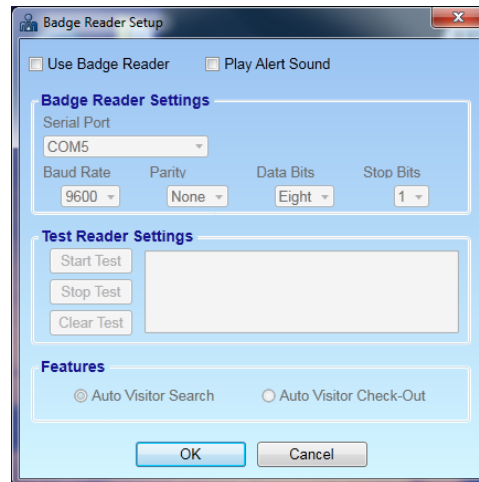
NOTE: When using the SnapShell Camera or the SnapShell Passport you must push the button in order to initiate scanning.

Readers

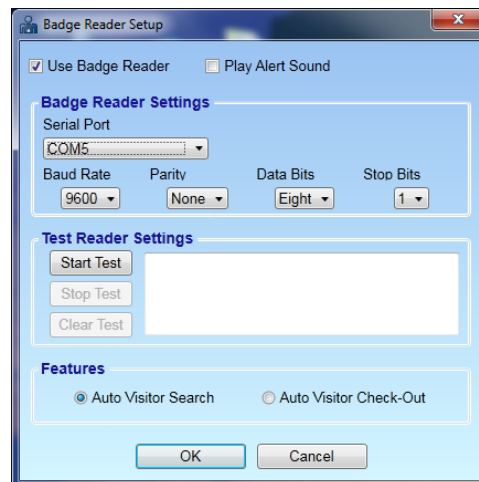
BadgePass Client gives users the ability to use various types of reader devices to perform various tasks. The settings for these readers can be accessed from the *Readers* submenu.

Auto Check-Out Reader

To configure the Auto Checkout reader click on the *Readers* submenu, then click the *Auto Checkout Reader* item.



To use the badge reader, check the option *Use Badge Reader*. This will enable the other options.



When you scan a badge, you can specify that the computer play an alert sound. Check the option for *Play Alert Sound* to enable this. This will only function if the computer system has a built in speaker or external speakers.

The *Badge Reader Settings* section allows you to specify the port that the reader is on as well as the *Baud Rate*, *Parity*, *Data Bits*, and *Stop Bits*.

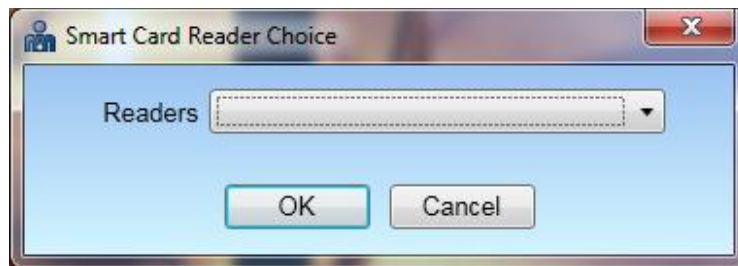
When you have finished with the reader settings, you can test the reader by clicking on the *Start Test* button. Scan the badge. You should see the data from the barcode in the text box. If no data is displayed, or the data is incorrect, then click *Stop Test*, adjust the reader settings, and repeat the test.

The *Features* section allows you to specify what Visitor Manager does when the badge is scanned. The *Auto Visitor Search* option will search for the visitor and pull up their record in the Visitor Manager Window. The *Auto Visitor Check-Out* will automatically check out the visitor without displaying the visitor's record.

When you have finished setting the Badge Reader Settings, click the *OK* button to close the Badge Reader Setup window and return to the Visitor Manager.

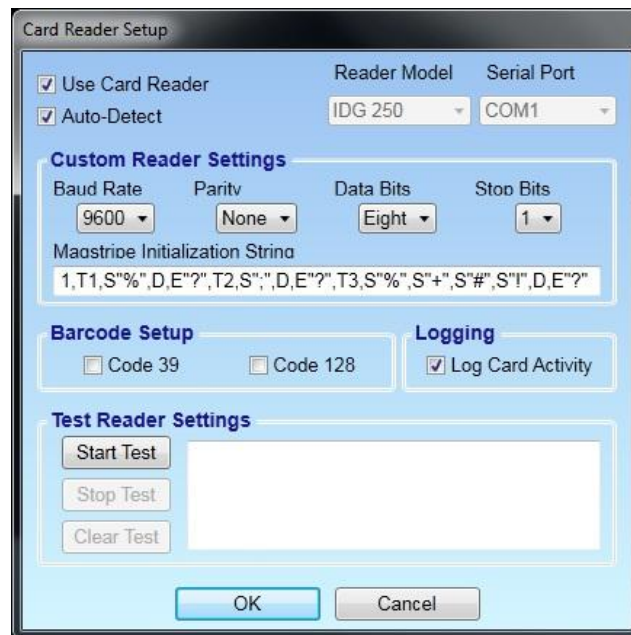
Smart Card Reader

Under the *Reader* submenu, click the *Smart Card Reader* item. Then in the *Smart Card Reader Choice* window select the Prox/MOCA reader that will be used for reading card information into the card area in Identity Manager.



Card Reader

BadgePass Client uses a serial reader to collect data from a visitor's driver's license or other valid standard or custom cards.



The image shows a 'Card Reader Setup' dialog box with the following sections and controls:

- General Settings:**
 - ☒ Use Card Reader
 - ☒ Auto-Detect
 - Reader Model: IDG 250 (dropdown)
 - Serial Port: COM1 (dropdown)
- Custom Reader Settings:**
 - Baud Rate: 9600 (dropdown)
 - Parity: None (dropdown)
 - Data Bits: Eight (dropdown)
 - Stop Bits: 1 (dropdown)
 - Mastrioe Initialization String: 1,T1,S"%",D,E"?",T2,S";",D,E"?",T3,S"%",S"+",S"#",S"!";D,E"?"
- Barcode Setup:**
 - ☐ Code 39
 - ☐ Code 128
- Logging:**
 - ☒ Log Card Activity
- Test Reader Settings:**
 - Start Test (button)
 - Stop Test (button)
 - Clear Test (button)
 - Test Results Text Area (empty)
- Buttons:** OK, Cancel

The first checkbox labeled *Use Card Reader* allows you to specify whether the BadgePass Client will use a card reader or not. If this is un-checked then all other settings are disabled. To use the reader, check this option.

Once checked, the *Auto-Detect* checkbox becomes enabled. BadgePass Client is able to scan the computer's serial ports and to find the correct port automatically, provided that you are using an IDG 250 reader. If you choose *Auto-Detect* you will not be able to change any other settings.

If you do not want to use the *Auto-Detect* feature then uncheck it and you will have the option to choose the *Reader Model* that you are using and specify what serial port it is on.

After you are finished setting your reader options, you can test the settings to make sure that the reader is functioning properly.

IDG 250 Reader - Barcode Setup

Card Reader Setup

☒ Use Card Reader Reader Model: IDG 250 Serial Port: COM1

☒ Auto-Detect

Custom Reader Settings

Baud Rate: 9600 Parity: None Data Bits: Eight Stop Bits: 1

Mastriope Initialization String
1,T1,S"%",D,E"?",T2,S"%",D,E"?",T3,S"%",S"+",S"#",S"I",D,E"?"

Barcode Setup

☐ Code 39 ☐ Code 128

Logging

☒ Log Card Activity

Test Reader Settings

Start Test Stop Test Clear Test

OK Cancel

Click the check box next to the barcode type that you will be reading in the input reader. There will be approximately a seven second delay and you will hear a beeping from the IDG 250 reader. After an additional five seconds you will see the check mark appear in the check box. This will occur for all types.

Card Reader Setup

☒ Use Card Reader Reader Model: IDG 250 Serial Port: COM1

☒ Auto-Detect

Custom Reader Settings

Baud Rate: 9600 Parity: None Data Bits: Eight Stop Bits: 1

Mastriope Initialization String
1,T1,S"%",D,E"?",T2,S"%",D,E"?",T3,S"%",S"+",S"#",S"I",D,E"?"

Barcode Setup

☐ Code 39 ☐ Code 128

Logging

☒ Log Card Activity

Test Reader Settings

Start Test Stop Test Clear Test

OK Cancel

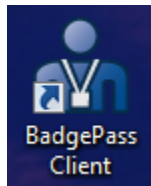
Click the *Start Test* button and then swipe a card. You should see the data from the card appear in the text box. If no text appears, then click the *Stop Test* button. Adjust the reader settings and/or check your hardware connection and retry the test until you get the correct data from the reader.

When you are finished with the reader setup, click the *OK* button to close the window.

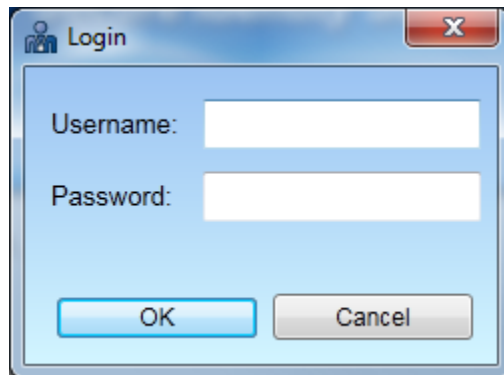
General Operation Instructions

Launching the BadgePass Client

Double click on the *BadgePass Client* icon.



If you are using Active Directory authentication and the user has permission to use the application then the client will start and the client icon will appear in the system tray. However, if BadgePass security is being used then you will be prompted with a login window.

A Windows-style login dialog box titled "Login". It has a light blue background and a white border. At the top left is a small icon of a person. The dialog contains two text input fields: "Username:" and "Password:". Below these fields are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue border.

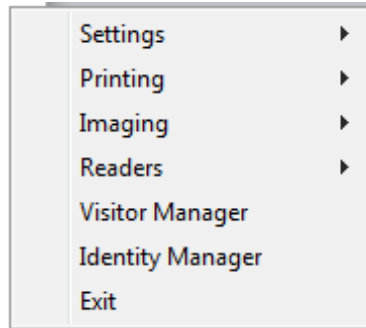
The default login is:

Username: **admin**

Password: **admin**

Starting BadgePass Visitor Manager

Start BadgePass Visitor Manager by right clicking the client icon in the system tray and selecting *Visitor Manager* from the menu list.

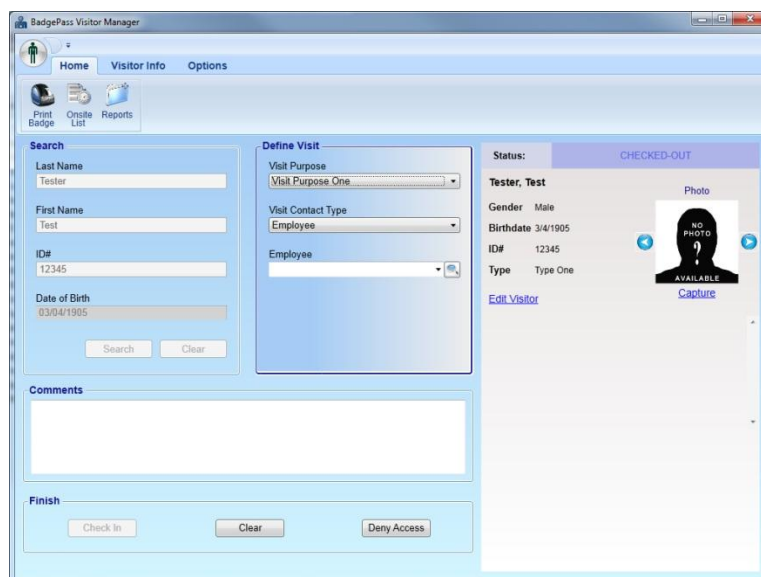


Searching for and Adding a Visitor

You can search for a visitor by swiping a valid driver's license, military ID, credit card, or custom card that was previously set up from within the BadgePass Management Console (see BadgePass Management Console User Manual section Card Management -> Card Types) or from the *Configuration* tab of the Visitor Manager (see [Custom Card Setup](#)). Additionally, you can open the Visitor Manager and type in the name and/or ID number of the visitor you would like to search for.

To search using a card, simply swipe the visitor's card.

If the visitor has already been there you will then see the BadgePass Visitor Manager with the information already filled in:



You can also search for a visitor by typing the visitor's last name, first name, ID number and/or birthdate and click *Search*. Visitor Manager will use the provided criteria to search for the visitor among the existing visitors. If you do not provide all three criteria or no exact match was found for all criteria, you will be presented with a list of all possible matches. From this window you can choose the visitor you are looking for and click the *OK* button, or you can add a new visitor if necessary by clicking the *Add Visitor* button.

ID Number	Last Name	First Name	MI	Gender	Birth Date
12345	Tester	Test		Male	3/4/1905

If you provide only the last name, you will be presented a list of all visitors with that last name. If you provide a last name and first name, you will be presented a list of all visitors that have the matching last name and first name. If you provide a last name, first name, and ID number, and Visitor Manager finds a visitor that matches all three criteria exactly then you will not be presented with the Choose Visitor window. The matching visitor will automatically be selected and loaded into the Visitor Manager. However, if no exact match was found, the Choose Visitor window will present you with a list of all the visitors that have a matching first and last name.

If no existing visitors were found, the Add Visitor Info screen will appear. If you swiped a card, the form will be filled out with all relevant information from the card.

Visitor Information

Last Name:

First Name:

Middle Name:

Birth Date:

ID Number:

Gender:

Visitor Type:

Primary Address

Line 1:

Line 2:

City:

State/Prov:

Zip Code:

Type:

Visitor Photo



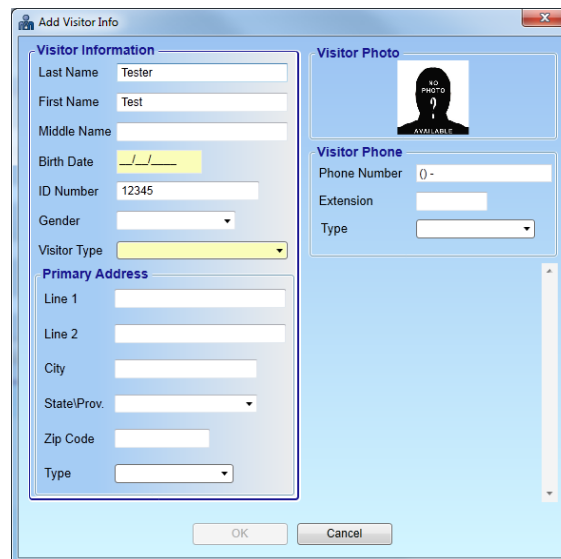
Visitor Phone

Phone Number:

Extension:

Type:

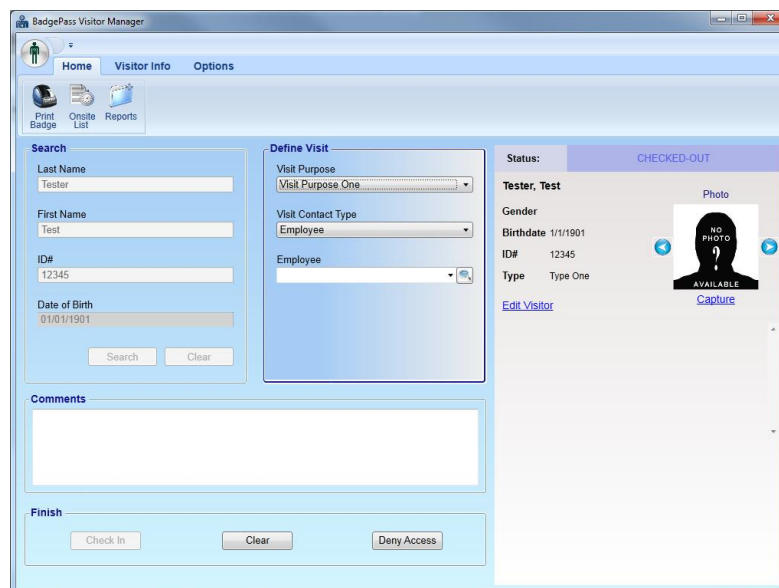
If you searched from the Visitor Manager, and the visitor does not exist in the system already the form will only have the name and/or ID number that you searched with filled out.



The 'Add Visitor Info' form is a window with a title bar and standard Windows controls. It is divided into two main sections. The left section, titled 'Visitor Information', contains fields for Last Name (filled with 'Tester'), First Name (filled with 'Test'), Middle Name, Birth Date (with a yellow background), ID Number (filled with '12345'), Gender (a dropdown menu), and Visitor Type (a dropdown menu with a yellow background). Below this is the 'Primary Address' section with fields for Line 1, Line 2, City, State/Prov. (a dropdown menu), Zip Code, and Type (a dropdown menu). The right section, titled 'Visitor Photo', contains a photo placeholder with the text 'NO PHOTO AVAILABLE' and a 'Visitor Phone' section with fields for Phone Number (filled with '0'), Extension, and Type (a dropdown menu). At the bottom are 'OK' and 'Cancel' buttons.

Fill out all required information and any other relevant information for the visitor and click **OK**. If you have more than one visitor type available you will be required to select the proper visitor type. If only one visitor type is configured then it will automatically populate the field. Required fields are indicated by having a yellow background. If the **OK** button is disabled, this implies that some of the fields that are required have been left blank or that a value that was entered is invalid. This commonly occurs if any part of the *Primary Address* section is filled out, but an address type is not chosen. This also commonly occurs if you have a custom data field (see BadgePass Management Console User Manual section BadgePass System -> Database -> Setup) that is set up as a "Number," but you have entered a character that is not a number.

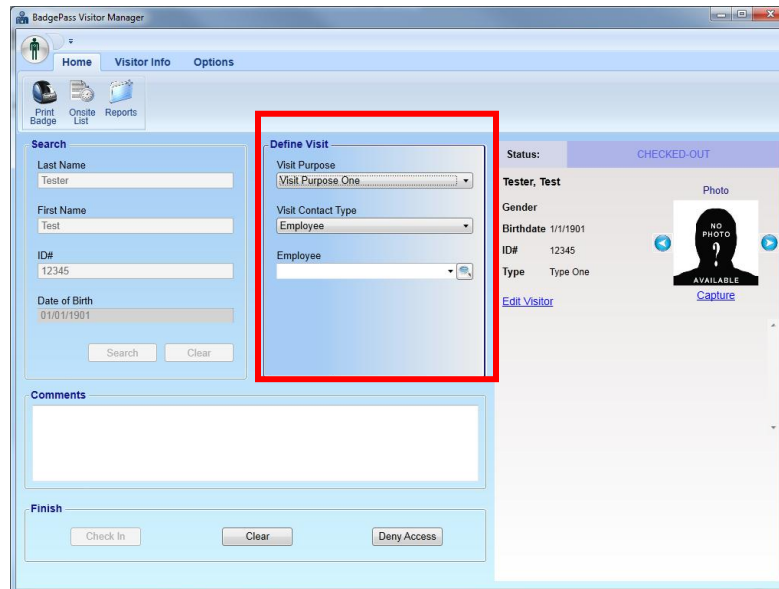
After clicking **OK**, the visitor that you just created will be active in the Visitor Manager.



The 'BadgePass Visitor Manager' interface is a web application window. It has a top navigation bar with 'Home', 'Visitor Info', and 'Options'. Below this is a sidebar with icons for 'Print Badge', 'Onsite List', and 'Reports'. The main content area is divided into three sections. The left section, titled 'Search', contains fields for Last Name (filled with 'Tester'), First Name (filled with 'Test'), ID# (filled with '12345'), and Date of Birth (filled with '01/01/1901'), along with 'Search' and 'Clear' buttons. The middle section, titled 'Define Visit', contains a 'Visit Purpose' dropdown (filled with 'Visit Purpose One'), a 'Visit Contact Type' dropdown (filled with 'Employee'), and an 'Employee' dropdown. The right section, titled 'Status', shows 'CHECKED-OUT' and 'Tester, Test'. Below this is a 'Photo' section with a placeholder and 'Edit Visitor' and 'Capture' links. At the bottom are 'Check In', 'Clear', and 'Deny Access' buttons.

Defining a Visit

Now that you have created or found the visitor, you will define the visit by filling out the fields under the *Define Visit* section of the Visitor Manager.

The screenshot shows the 'BadgePass Visitor Manager' application window. The 'Visitor Info' tab is active. On the left, there is a 'Search' section with fields for 'Last Name' (Tester), 'First Name' (Test), 'ID#' (12345), and 'Date of Birth' (01/01/1901). Below these are 'Search' and 'Clear' buttons. The central 'Define Visit' section is highlighted with a red rectangle and contains three dropdown menus: 'Visit Purpose' (set to 'Visit Purpose One'), 'Visit Contact Type' (set to 'Employee'), and 'Employee' (with a search icon). To the right, the visitor's details are shown: 'Status: CHECKED-OUT', 'Tester, Test', 'Gender', 'Birthdate: 1/1/1901', 'ID#: 12345', and 'Type: Type One'. There is a 'Photo' placeholder with a 'Capture' button and an 'Edit Visitor' link. At the bottom, there is a 'Comments' text area and a 'Finish' section with 'Check In', 'Clear', and 'Deny Access' buttons.

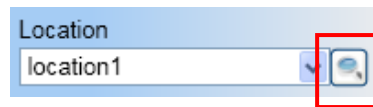
This section will have different fields available based on what kind of visit purpose you choose. This is determined by the mappings that were created in the *Visit Purposes* section of the BadgePass Management Console (see BadgePass Management Console User Manual section Visitor Manager ->Visit Purposes).

For example, you have mapped the Visit Purpose, Sales Meeting, to the Visit Actions, Check-In and Check-Out. When you select the Visit Purpose Sales Meeting, the Visit Action field is hidden. This is because it can only be Check-In or Check-Out, and since the visitor is currently checked-out the value for Visit Action must be Check-In.

Next a value must be entered for the *Visiting* field. This is the person or place that the visitor is visiting or having contact with. This will need to be a contact of the same type that is chosen in the *Visit Contact Type* field, or the type that is mapped to the selected Visit Purpose if the Visit Contact Type field is hidden.

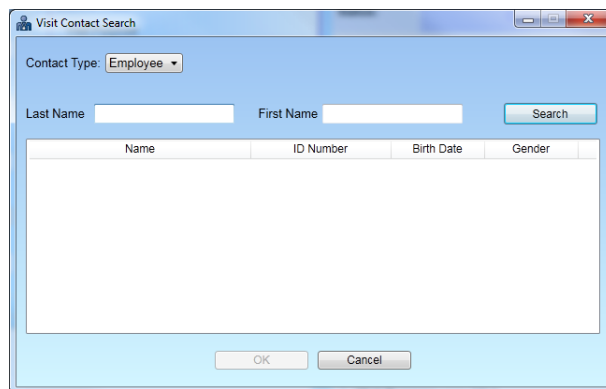
There are several ways to search for a contact for the *Visiting* field. If you know the name of the person then you can type it in the *Visiting* field, and when you click on the arrow to open the drop down list, it will automatically be listed. Alternatively you can type the name of the person and hit the right arrow key to open the list of contacts. If you are searching for the name of a person, you must enter the name in the form of "Last Name, First Name." You can also type any portion of the name as long as it is in the above format. For example, you can search for John Doe by typing "Doe, John" or "Doe" or "Doe, J" or "D". Please note that typing only a portion of the name will return all contacts that match those criteria. So if you type "Doe" instead of "Doe, John" you will get all contacts that have the last name of "Doe."

Another way to search for the contact in the *Visiting* Field is to use the Visit Contact Search form. You can access this form by clicking the button next to the <Entity> Field drop down list. The <Entity> value will change depending on the visit contact type chosen in the prior step.



A screenshot of a form field labeled 'Location'. The field contains the text 'location1'. To the right of the text is a small blue square button with a white circular arrow icon, which is highlighted by a red rectangular box.

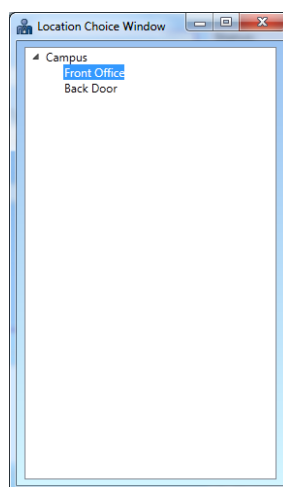
If it is a person then you will see the Visit Contact Search form:



A screenshot of a dialog box titled 'Visit Contact Search'. At the top, there is a 'Contact Type' dropdown menu set to 'Employee'. Below this are two text input fields for 'Last Name' and 'First Name', followed by a 'Search' button. A table with four columns: 'Name', 'ID Number', 'Birth Date', and 'Gender' is shown below the input fields. The table is currently empty. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

From this form, you can choose the *Contact Type* that you are looking for and then click *Search* to search for all contacts of that type. Alternatively, you can type in the person's name and click *Search* to find only the one you are looking for. Once you find the contact, click the *OK* button. This will put the contact you chose in the *Visiting* field in the Visitor Manager, and it will also choose the corresponding type value in the *Visit Contact Type* field.

If it is a location then you will see the following form:



A screenshot of a dialog box titled 'Location Choice Window'. It features a list box containing the following items: 'Campus', 'Front Office', and 'Back Door'. The 'Front Office' item is currently selected and highlighted in blue.

Navigate through the location list with the keyboard and press the *Enter* key once you have selected the desired location, or simply click on the desired location. At this point you will return to the main form.

Comments and Finishing the Visit

Under the *Comments* section you can enter any text relevant to this visit. This field is optional. An example might be “Checking Out student early for Doctor Appointment.”

The screenshot shows the 'BadgePass Visitor Manager' application window. The 'Define Visit' section is active, displaying fields for 'Visit Purpose' (set to 'Visit Purpose One'), 'Visit Contact Type' (set to 'Employee'), and 'Employee' (set to 'Employee'). The 'Status' section on the right shows 'CHECKED-OUT' for 'Tester, Test'. The 'Comments' field is highlighted with a red box. The 'Finish' section at the bottom has buttons for 'Check In', 'Clear', and 'Deny Access'.

When you have filled out all of the necessary fields in the *Define Visit* section, you will be able to finish the visit by clicking on the left-most button in the *Finish* section. The text on this button will say *Accept* if the Visit Action is *Check Point Only*. It will say *Check-In* if the Visit Action is *Check-In*, and it will say *Check-Out* if the Visit Action is *Check-Out*. The *Clear* button will clear the current visit without saving it.

Viewing Visitor Status and Visit History

When a visitor is selected, Visitor Manager displays information about their current status and visit history in the right-hand panel.

The screenshot shows the 'BadgePass Visitor Manager' application window. The 'Visitor Info' section is active, displaying the 'Status' as 'CHECKED-IN' for 'Tester, Test'. The 'Visit History' section shows a list of visits with columns for 'Date/Time', 'Visiting', 'Location', 'Visit Purpose', 'Action', 'Source', and 'Comments'. The 'Status' section on the right shows 'CHECKED-IN' for 'Tester, Test'. The 'Visit History' section at the bottom shows a list of visits with columns for 'Date/Time', 'Visiting', 'Location', 'Visit Purpose', 'Action', 'Source', and 'Comments'.

The top half of the panel will list relevant details about the visitor. If a picture has been taken for the visitor, their picture will be shown. However, if no picture is available, a default photo will be displayed. The *Status* section will indicate the current status of the employee whether they are Checked-In or Checked-Out.

The bottom half of the panel will list the *Visit History* for the visitor. All previous visits can be viewed by clicking on the arrows. The right arrow will show older visits and the left arrow will show newer visits. The buttons with the vertical lines move to the most recent or oldest visit.



The right hand button will display the oldest visit and the left hand button will display the newest visit.

Visitor Tasks on the Home Tab

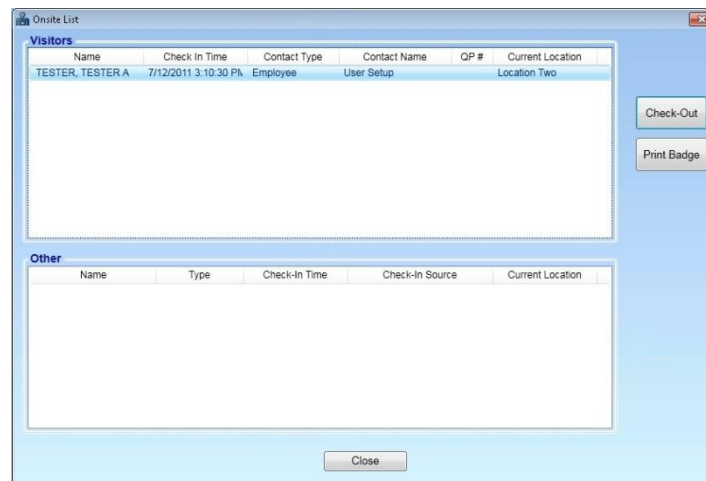


Printing a Badge

The Visitor Manager system will print badges for visitors. Depending on what options you choose during setup (see [Badge Printing Setup](#)), Visitor Manager will automatically print a badge when the visitor is checked in, or you can manually print a badge by clicking on the *Print Badge* button on the *Home* Tab. In order to print a badge, you must have searched for and selected a visitor, and you must have filled out all the fields in the *Define Visit* section.

Onsite List

The Onsite List displays all visitors that are Checked-In on the current campus. It will not show visitors that are Checked-In on other campuses.



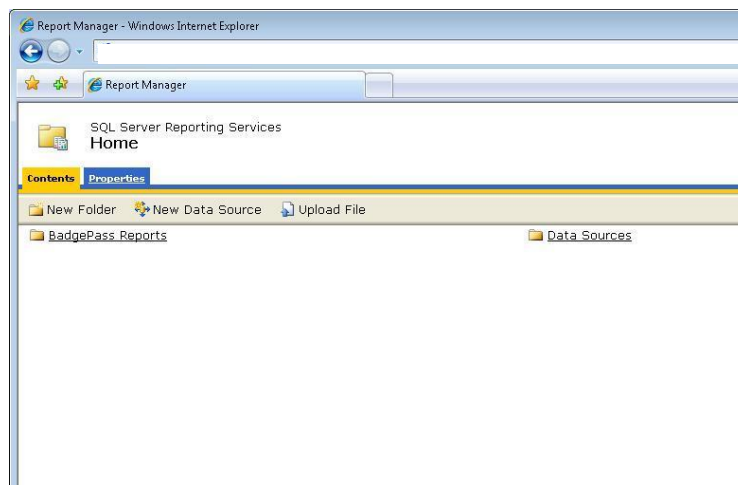
From the Onsite List you can check out and print badges for a single visitor or multiple visitors at once. To select multiple visitors, hold down the *Control* key and click on the visitors that you would like to select. If you want to select a range of visitors, click on the first visitor you would like to select and hold down the *Shift* key and click on the last visitor in the range.

To check out a visitor or visitors, click the *Check-Out* button. The current time is used as the Check-Out time. To print a badge for a visitor or visitors, click the *Print Badge* button. After you have finished, click the *Close* button to close the window and return to the Visitor Manager.

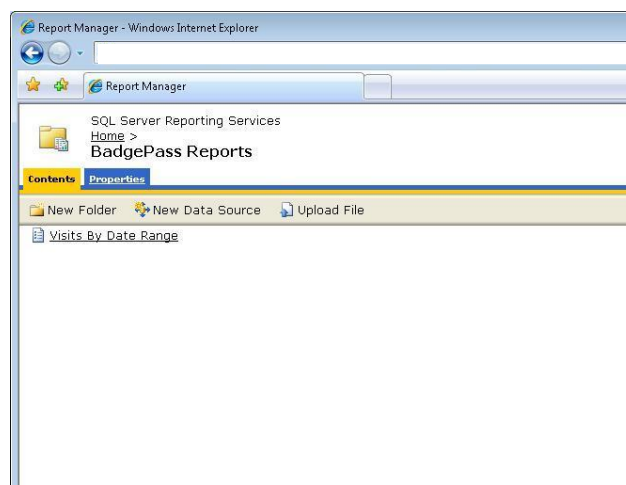
Reports

The Visitor Manager system will allow you to setup and run different reports of the visit and visitor data. You can access these reports by clicking on the *Reports* button on the *Home* tab. This will launch a new window that will allow you to browse, run, and view the available reports.

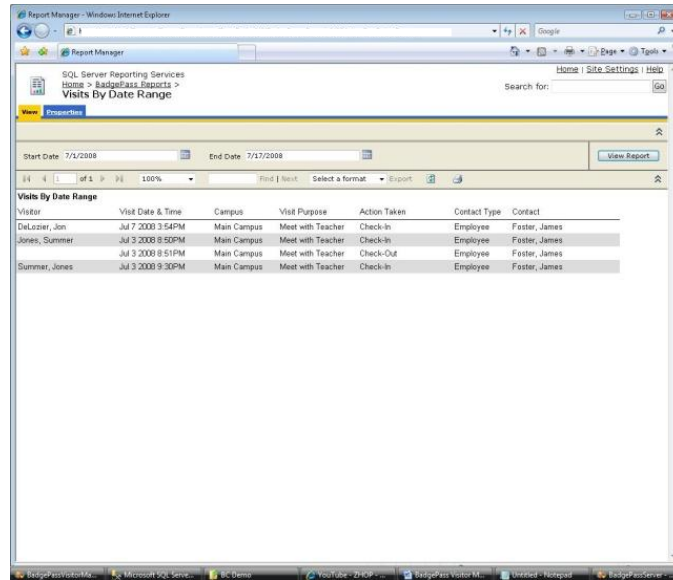
The first screen will have a link to view *BadgePass Reports*.



The next screen will show a list of all available reports.



Click on the report you want to run and view. The following is an example of the *Visits By Date Range* report. Depending on what version of SQL Reports Server you are running you can export the reports in various formats including Excel and PDF.



Close the report window to return to Visitor Manager.

Options

Custom Card Setup



BadgePass allows you to set up Custom Cards to use with the system. To create a custom card, click on the *Custom Card* button on the *Options* tab.

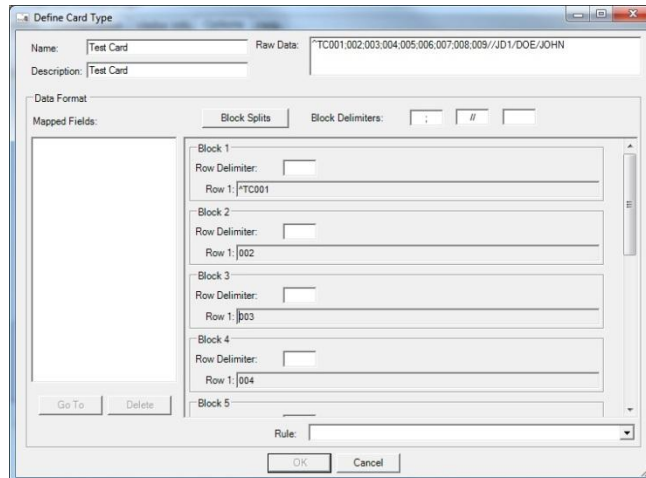
In the *Define Card Type* form, type in a name for the custom card type and the swipe a card.

The screenshot shows the 'Define Card Type' form. It has fields for 'Name' (Test Card), 'Description' (Test Card), and 'Raw Data' (TC001.002.003.004.005.006.007.008.009//JD1/DOE/JOHN). There are buttons for 'Block Splits' and 'Block Delimiter'. A 'Mapped Fields' section is empty. At the bottom, there are 'Go To', 'Delete', 'Rule', 'OK', and 'Cancel' buttons.

In order to be able to set up fields, we must first parse the card data into *Blocks* and *Rows*.

Block Splits: Delimiter values used to separate Blocks.

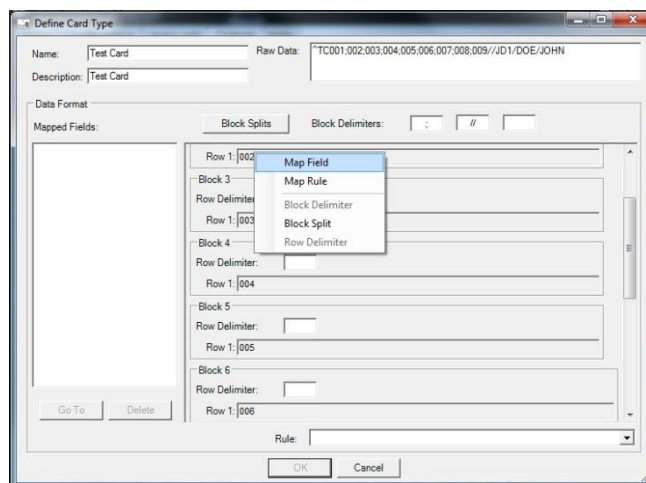
Block Delimiter: A way to group data into logical sections (Blocks) base on a delimiter value.



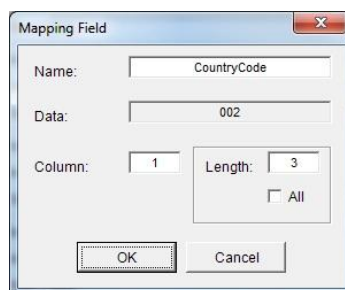
Block Delimiters and Row Delimiters can be entered as ASCII values or as Hexadecimal values. (Ex. [0x1D])

Now that the data is in a more manageable form, you can start mapping fields.

To map a field, highlight the area in the row that you want to become a field, right click and choose *Map Field*.



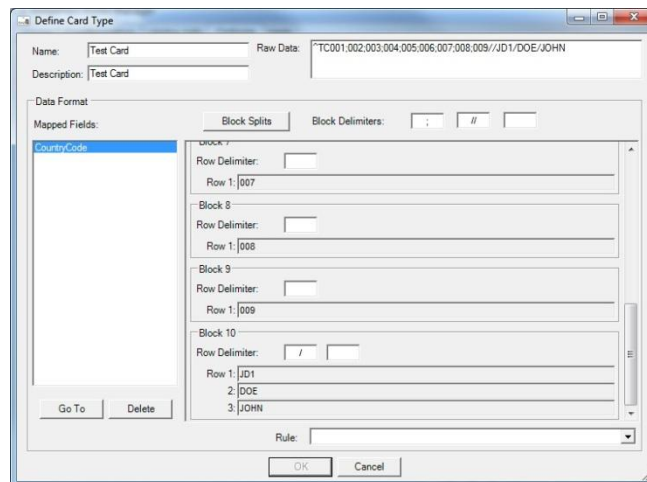
Enter the name of the field. (Making sure not to use spaces or other special characters)



Column: The starting point in the row to start extracting data.

Length: The amount of characters; starting at the column value defined prior to extract from the row.

All: Checking this box will cause the whole row to be extracted, regardless of the number of characters in the row.



You can also separate blocks into more rows by using a *Row Delimiter*.

Go To Button: This will take you to the Block\Row of the highlighted field under *Mapped Fields*.

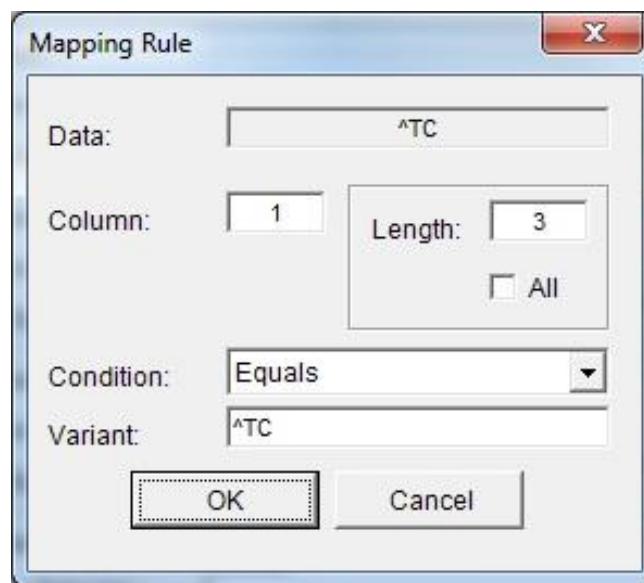


If you click on a mapped field, you will see a balloon that will show you the *Block*, *Row*, *Column* location and the field *Length*.

Delete: This will delete the highlighted field under *Mapped Fields*.

Now you MUST set up a rule so the program will be able to distinguish this card from any other card.

To create a rule: Highlight a section of data that will ALWAYS be the same and unique for this particular card. Right click and choose *Map Rule*.



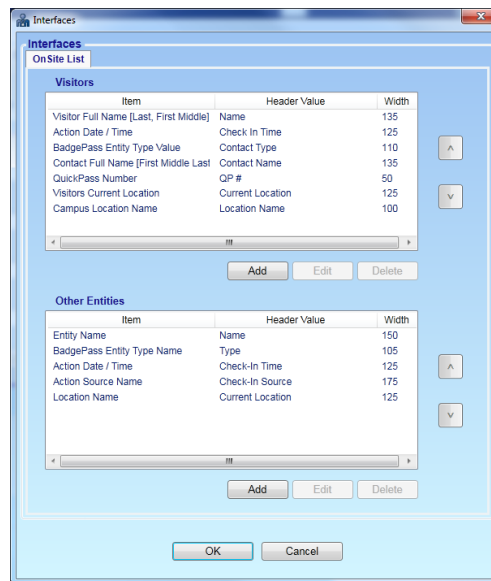
Verify that the information is correct and click **OK**.

To see your changes you can restart the client or right click in the context menu, then go to *Settings -> Help -> Advanced* and select *Get Latest Settings from BadgePass Server*.

Interfaces

The *Interfaces* feature of BadgePass Visitor Manager allows the user to specify the layout of various user interfaces found within the application. Currently, the Onsite List is the only interface that can be customized this way.

By clicking the *Interfaces* button, the user is presented with the following window:



This window is comprised of tabs that specify the specific windows that can be customized by the user. Here we see the tab *Onsite List*. The contents of this tab look very similar to the actual contents of the Onsite List - such that it is split into two list views with the top being used for Visitors and the bottom for Other Entities.

Within the *Onsite List* tab, the user is able to control the columns that will appear in the Onsite List window as well as control the name and width of each column. Each list view is comprised of three columns: *Item*, *Header Value*, and *Width*.

Item

The *Item* column indicates the property whose value will be displayed in the Onsite List.

Header Value

The *Header Value* column specifies the name given to the column being added/edited/deleted.

Width

The *Width* column specifies how wide (in pixels) the column will be in the Onsite List window.

For the visitors list, the following values get added by default whenever the BadgePass Client software is installed:

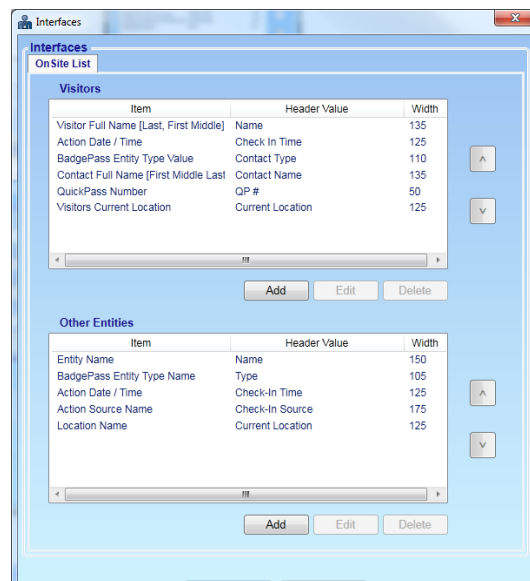
- Visitor Full Name [First Middle Last] (*Name*)
- Action Date / Time (*Check-In Time*)
- BadgePass Entity Type Value (*Contact Type*)
- Contact Full Name (*Contact Name*)
- QuickPass Number (*QP #*)

For the other entities list, the following values get added by default whenever the BadgePassClient software is installed:

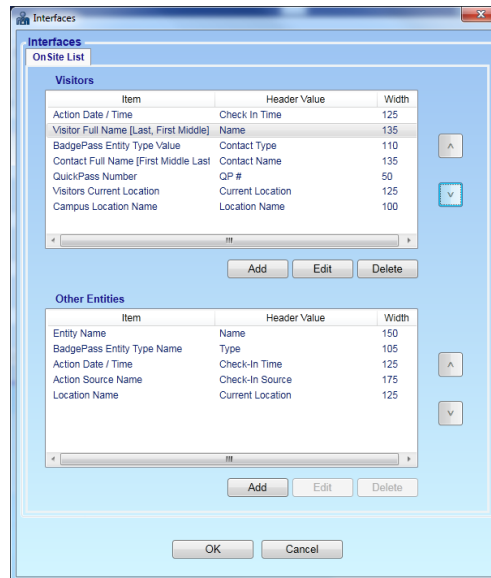
- Entity Name (*Name*)
- BadgePass Entity Type Name (*Type*)
- Action Date / Time (*Check-In Time*)
- Action Source Name (*Check-In Source*)

The order in which the columns will appear in the Onsite List can be controlled by utilizing the Up and Down arrow buttons found adjacent to each list view. See the example below:

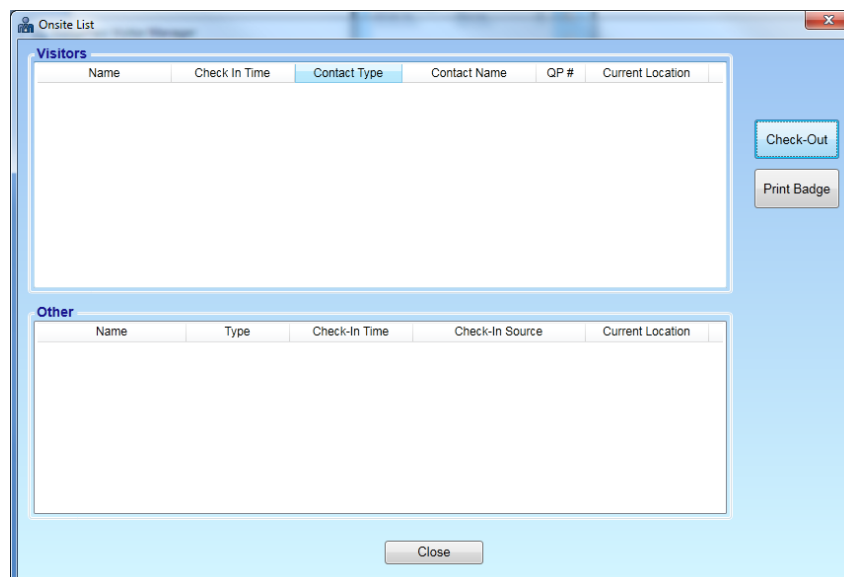
Select the item you want to move in the list.



Next, click the down arrow.



Now the Name item has been moved down in the list and will appear to the right of the Check-In Time column in the Onsite List window.

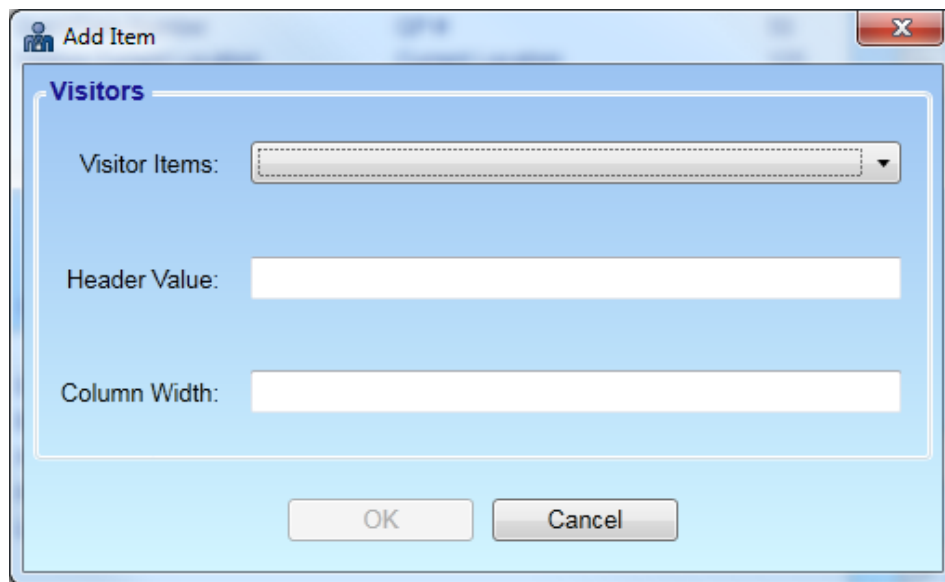


To move an item up in the list, simply reverse the steps listed above.

NOTE: If an item cannot be moved up or down the list, the respective arrow button will be disabled.

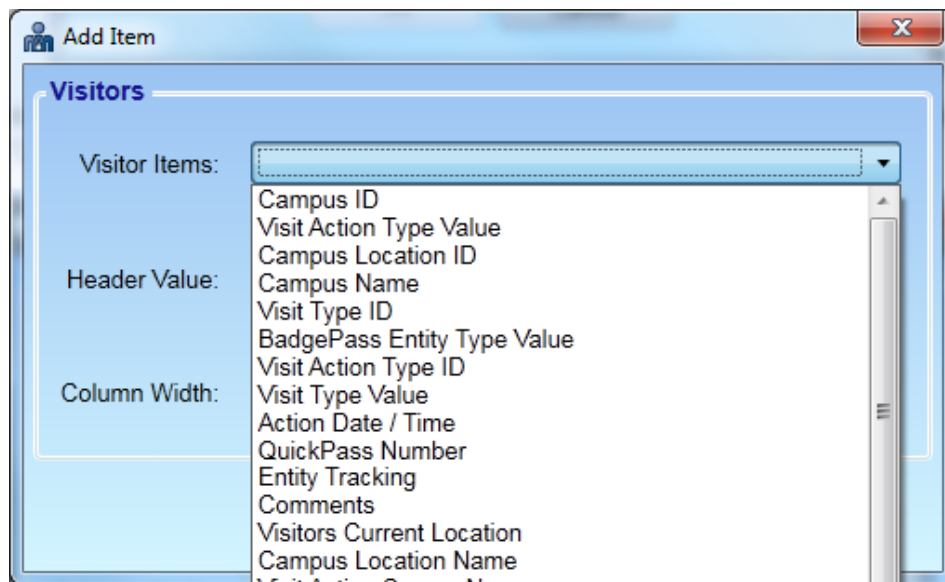
If you would like to add a new item to either one of the lists, simply click the respective *Add* button below that list. The following is an example of adding an item to the visitor list.

After pressing the *Add* button, the user is presented with the following window:



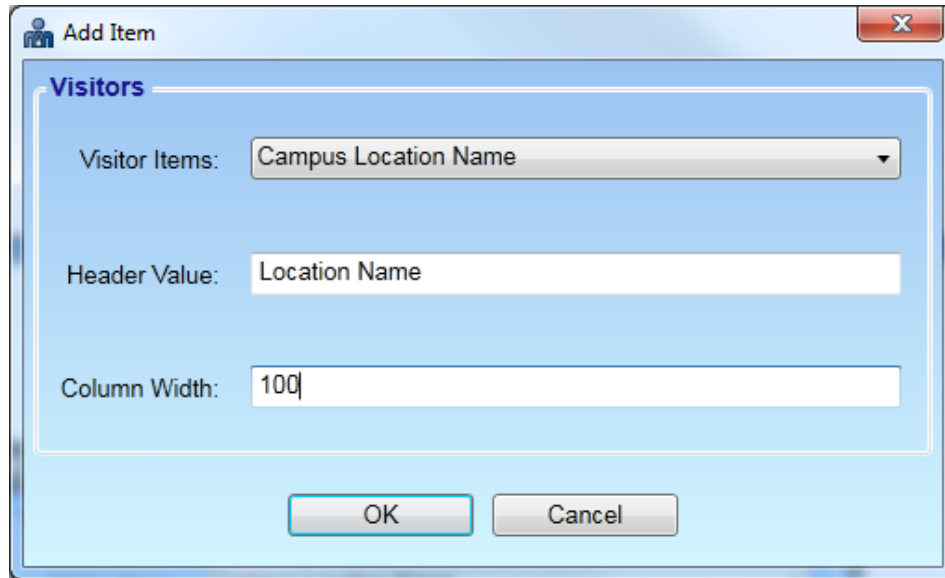
The screenshot shows a dialog box titled "Add Item" with a close button (X) in the top right corner. The dialog has a tab labeled "Visitors". Inside the tab, there are three input fields: "Visitor Items:" with a dropdown menu, "Header Value:" with a text box, and "Column Width:" with a text box. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Then choose your desired property from the drop down list. In the image below, we have chosen *Campus Location Name*.



The screenshot shows the same "Add Item" dialog box, but the "Visitor Items:" dropdown menu is open, displaying a list of properties. The list includes: "Campus ID", "Visit Action Type Value", "Campus Location ID", "Campus Name", "Visit Type ID", "BadgePass Entity Type Value", "Visit Action Type ID", "Visit Type Value", "Action Date / Time", "QuickPass Number", "Entity Tracking", "Comments", "Visitors Current Location", "Campus Location Name", and "Visit Action Source Name". The "Header Value:" and "Column Width:" text boxes are still empty.

Next, enter a value for the header and the column width.



Add Item

Visitors

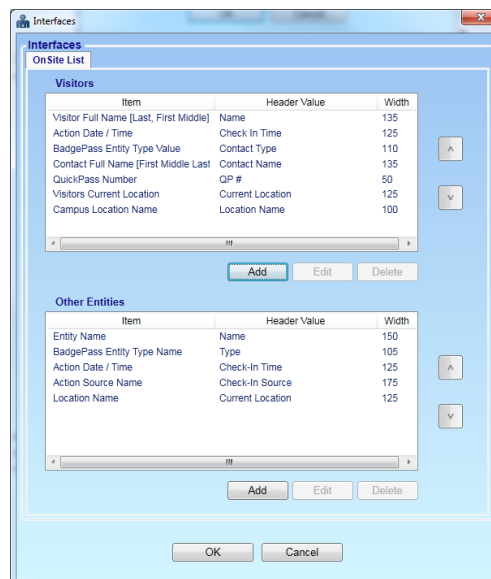
Visitor Items: Campus Location Name

Header Value: Location Name

Column Width: 100

OK Cancel

Then once you are satisfied with your choices click the *OK* button. At this point you will see the newly added item at the end of your list.



Interfaces

OnSite List

Visitors

Item	Header Value	Width
Visitor Full Name (Last, First Middle)	Name	135
Action Date / Time	Check In Time	125
BadgePass Entity Type Value	Contact Type	110
Contact Full Name (First Middle Last)	Contact Name	135
QuickPass Number	QP #	50
Visitors Current Location	Current Location	125
Campus Location Name	Location Name	100

Add Edit Delete

Other Entities

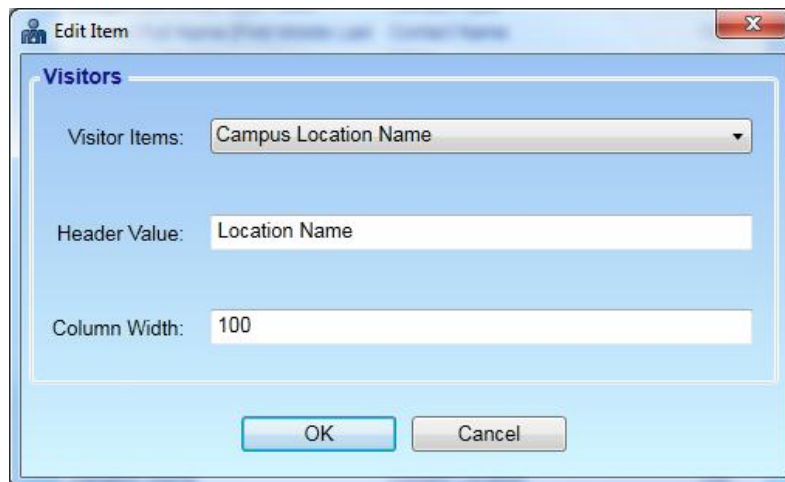
Item	Header Value	Width
Entity Name	Name	150
BadgePass Entity Type Name	Type	105
Action Date / Time	Check-In Time	125
Action Source Name	Check-In Source	175
Location Name	Current Location	125

Add Edit Delete

OK Cancel

At this point your newly added item can be edited or deleted. If you would like to edit your item, you can do so by clicking the *Edit* button that is adjacent to the *Add* button you previously clicked.

Upon clicking the *Edit* button, the user will be presented with a window similar to the one that is presented whenever the *Add* button is clicked. However, all of the fields will be set to those values that were previously set. Here the user can make any changes that are necessary. Below is an image of the window after our “Campus Location Name” item has been edited:



Edit Item

Visitors

Visitor Items: Campus Location Name

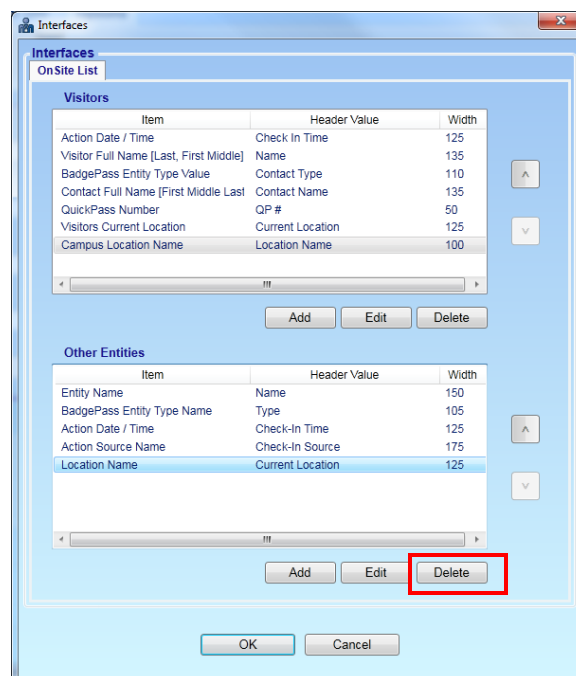
Header Value: Location Name

Column Width: 100

OK Cancel

Then once you are satisfied with the changes you have made, click the *OK* button. At this point you will see newly edited item in your list.

If you would like to delete your item, you may do so by clicking the *Delete* button that is adjacent to the *Edit* button you clicked. See the image below:



Interfaces

OnSite List

Visitors

Item	Header Value	Width
Action Date / Time	Check In Time	125
Visitor Full Name (Last, First Middle)	Name	135
BadgePass Entity Type Value	Contact Type	110
Contact Full Name (First Middle Last)	Contact Name	135
QuickPass Number	QP #	50
Visitors Current Location	Current Location	125
Campus Location Name	Location Name	100

Add Edit Delete

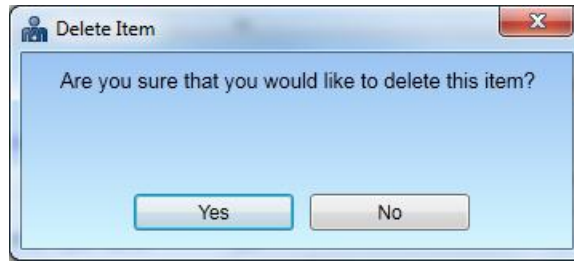
Other Entities

Item	Header Value	Width
Entity Name	Name	150
BadgePass Entity Type Name	Type	105
Action Date / Time	Check-In Time	125
Action Source Name	Check-In Source	175
Location Name	Current Location	125

Add Edit Delete

OK Cancel

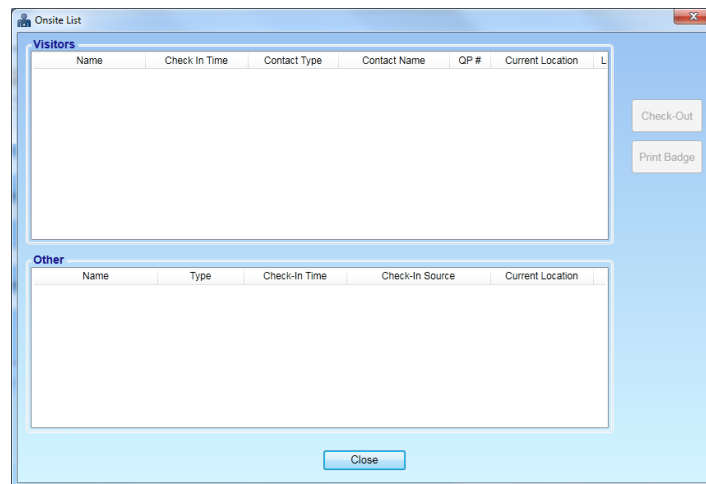
At this point, the user will be prompted to confirm the deletion of this item.



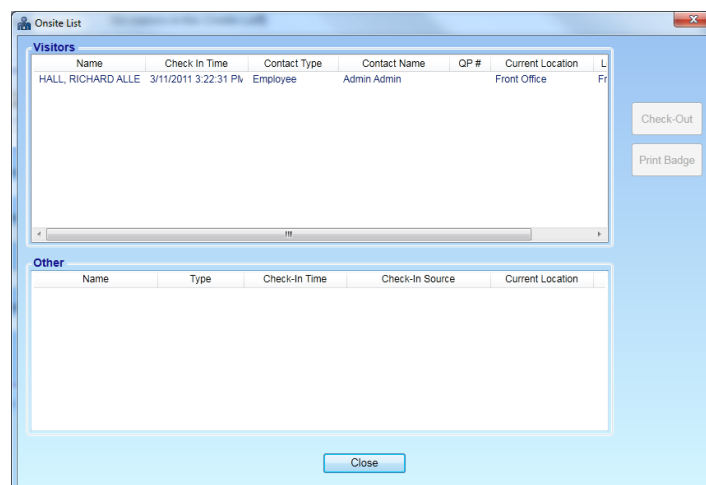
If you are sure that you would like to delete the item, then press *Yes*. Otherwise, press *No*.

Below are some sample images of what the Onsite List looks like after having added an item and editing the order of the list.

No visitors in the Onsite List



With one visitor in the Onsite List



Visitor Info Tab

Approved Visitors



Visitor Manager allows you to approve certain visitors for a contact person or place. For example, you can approve a student's parents to visit them. When a visitor is approved, then the contacts that they are approved for will automatically be entered in the *Define Visit* section of the Visitor Manager when that visitor is selected.

To add an approved visitor, click on the *Approved Visitors* button on the *Visitor Info* tab.

The screenshot shows a dialog box titled 'Approved Visitors'. It has two main sections. The top section is 'Visit Contacts' and contains a 'Visit Contact Type' dropdown menu set to 'Employee'. Below this are input fields for 'Last Name' and 'First Name', followed by a 'Search' button. Underneath the search fields is a table with the following headers: 'Name', 'ID Number', 'Birth Date', and 'Gender'. The bottom section is 'Approved Visitors' and contains a similar table with the same headers. At the bottom right of the dialog box are 'Remove' and 'Add' buttons.

In the *Visit Contacts* section, search for the contact to which you want to add an approved visitor. Select that contact from the list.

Visit Contacts

Visit Contact Type: Employee

Last Name: First Name:

Name	ID Number	Birth Date	Gender
Admin, Admin	a1	1/1/1900	Male
artadfgadfg, fdgafvs	15915919159		Male

Approved Visitors

Name	ID Number	Birth Date	Gender
HALL, RICHARD ALLEN	800000000		Male

At this point you will see any approved visitors that already exist for the contact in the *Approved Visitor* section at the bottom of the window. If the visitor that you want to set as approved is not in the list, click the *Add* button.

Visitors

Last Name: First Name:

Name	ID Number	Birth Date	Gender
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In this window you will search for the visitor that you want to add. When you have selected the correct visitor, click the *OK* button to return to the *Approved Visitor* window. You will now see that visitor is in the *Approved Visitor* list at the bottom of the window. If you want to remove an approved visitor, click the *Remove* button.

When you are finished adding approved visitors, click the red X in the top right of the window to close the window and return to Visitor Manager.

Visitor Information

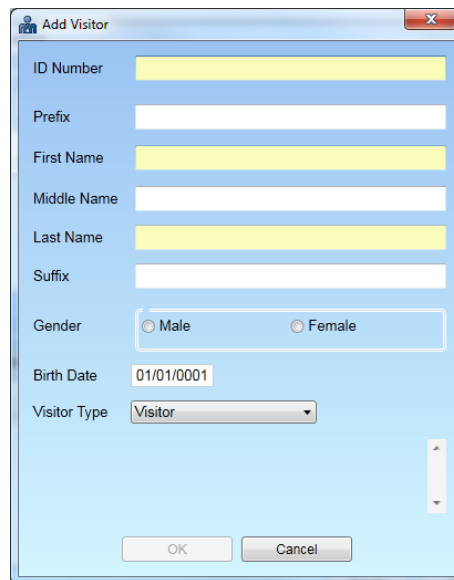
Visitor Manager allows you to view and edit a visitor's information including addresses and phone numbers. You can also add visitors from the Visitor Manager. Click on the *Visitor Information* button on the *Visitor Info* tab.

The screenshot shows a window titled "Visitor Information". It has a "Visitor" tab selected. At the top, there are input fields for "Last Name" and "First Name", followed by a "Search" button. Below this is a table with four columns: "Name", "ID Number", "Birth Date", and "Gender". The table is currently empty. At the bottom of this section are "Delete", "Edit", and "Add" buttons. Below the table is another section with tabs for "Address" and "Phone". The "Address" tab is selected, showing a table with five columns: "Type", "Line 1", "City", "State", and "Zip Code". This table is also empty. At the bottom of this section are "Delete", "Edit", and "Add" buttons.

If no visitor is selected in the Visitor Manager, the window will be blank. However, if there is a visitor selected in the Visitor Manager, that visitor's information will be loaded in the Visit Information window.

The screenshot shows the same "Visitor Information" window, but now it contains data for a selected visitor. The "Last Name" field is filled with "HALL" and the "First Name" field is filled with "RICHARD". The "Search" button is still present. The table below now contains one row of data: "HALL, RICHARD ALLEN", "800000000", "5/18/1965", and "Male". The "Delete", "Edit", and "Add" buttons are still at the bottom. The "Address" and "Phone" tabs are still present, and the "Address" tab is still selected, showing a table with one row of data: "Home", "456 HUNTERS Drive", "BRANDON", "MS", and "39000". The "Delete", "Edit", and "Add" buttons are still at the bottom.

In the *Visitor* section at the top of the window, you can add a new visitor by clicking on the *Add* button.



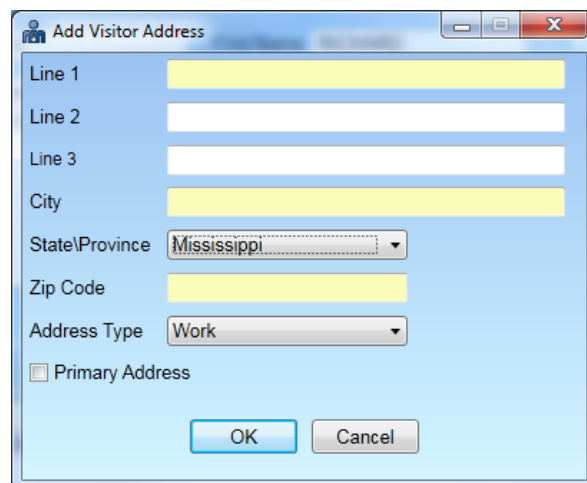
The 'Add Visitor' form is a light blue dialog box with a title bar containing a person icon and the text 'Add Visitor'. It contains the following fields: 'ID Number' (yellow), 'Prefix' (white), 'First Name' (yellow), 'Middle Name' (white), 'Last Name' (yellow), 'Suffix' (white), 'Gender' (radio buttons for 'Male' and 'Female'), 'Birth Date' (text box with '01/01/0001'), and 'Visitor Type' (dropdown menu with 'Visitor' selected). At the bottom are 'OK' and 'Cancel' buttons.

Fill out the *Add Visitor* form and click *OK* to add the visitor. When you return to the *Visit Information* window, the newly added visitor will be selected.

To edit an existing visitor, click the *Edit* button. This will display the same window as above, but the visitor's information will be loaded and you will be able to edit any details necessary.

You can also delete a visitor from the *Visit Information* window by clicking the *Delete* button.

The bottom section of the *Visit Information* window lists the Addresses and Phone Numbers for the selected visitor. You can follow the same process listed above to add, edit, or delete the visitor's addresses and phone numbers.



The 'Add Visitor Address' form is a light blue dialog box with a title bar containing a person icon and the text 'Add Visitor Address'. It contains the following fields: 'Line 1' (yellow), 'Line 2' (white), 'Line 3' (white), 'City' (yellow), 'State/Province' (dropdown menu with 'Mississippi' selected), 'Zip Code' (yellow), 'Address Type' (dropdown menu with 'Work' selected), and a checkbox for 'Primary Address'. At the bottom are 'OK' and 'Cancel' buttons.

Fill out the form above to add or edit a visitor's address. Please specify if this address is the primary address for the visitor by checking the *Primary Address* checkbox at the bottom.

A dialog box titled "Add Visitor Phone" with a person icon. It contains a "Phone Number" field with a yellow background and a placeholder "() - ". Below it is an "Extension" field. Then a "Phone Type" dropdown menu with "Home" selected. At the bottom is a "Primary Phone" checkbox and "OK" and "Cancel" buttons.

Fill out the form above to add or edit a visitor's phone number. Please specify if this phone is the primary phone for the visitor by checking the *Primary Phone* checkbox at the bottom.

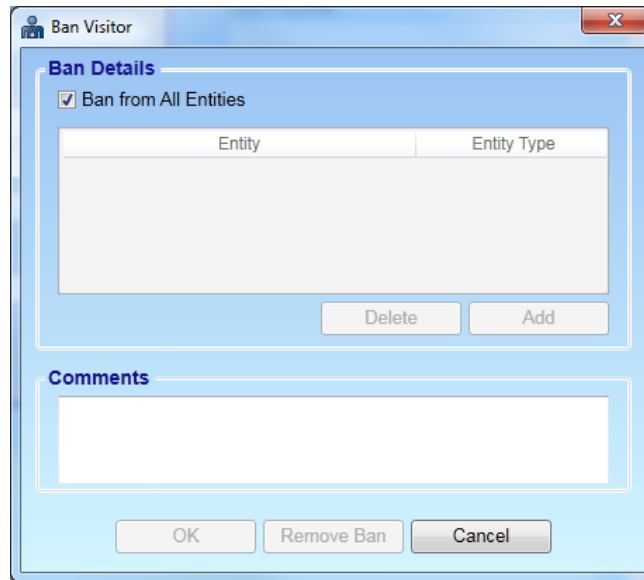
When you are finished with the visitor information, click the *OK* button to close the window and return to the Visitor Manager.

Ban Visitor

Banning a visitor prevents them from being admitted through the Visitor Manager.



To ban a visitor, search for and select the visitor. Go to the *Visitor Info* tab and click on the *Ban Visitor* button. The following window will appear:



The **Ban Visitor** dialog box has a title bar with a close button. It contains two main sections: **Ban Details** and **Comments**.

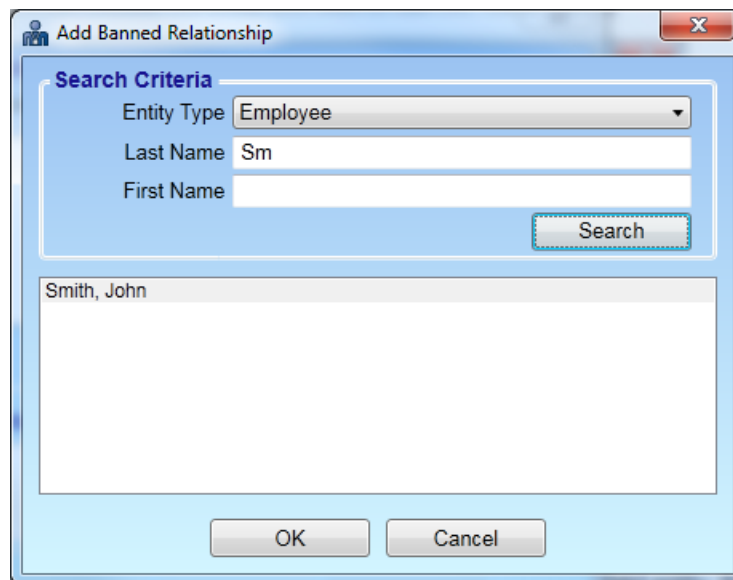
In the **Ban Details** section, there is a checked checkbox labeled **Ban from All Entities**. Below it is a table with two columns: **Entity** and **Entity Type**. The table is currently empty. To the right of the table are **Delete** and **Add** buttons.

The **Comments** section features a large text area for entering a comment.

At the bottom of the dialog are three buttons: **OK**, **Remove Ban**, and **Cancel**.

If you want the visitor to be banned from all locations and entities then leave the *Ban from All Entities* check box checked. However, you can ban a visitor from specific locations or people by unchecking the *Ban from All Entities* check box.

Once you uncheck the *Ban from All Entities* box and click the *Add* button, the window below will appear:



The **Add Banned Relationship** dialog box has a title bar with a close button. It contains a **Search Criteria** section and a list of search results.

The **Search Criteria** section includes:

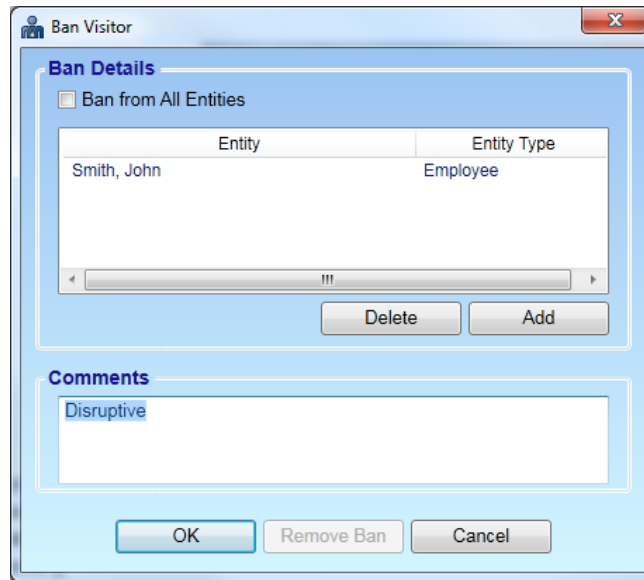
- Entity Type**: A dropdown menu currently showing **Employee**.
- Last Name**: A text field containing **Sm**.
- First Name**: An empty text field.
- Search**: A button to execute the search.

Below the search criteria is a list box showing the search results. The first result is **Smith, John**.

At the bottom of the dialog are **OK** and **Cancel** buttons.

From here you can choose the entity you wish to ban the visitor from. In this window you can search for an entity by choosing the type as well as entering the partial or exact values in the entity name fields. If the name you entered is a valid entity, the **OK** button will be active. After you click **OK** the entity value will appear in the lower window.

Next, type a comment or reason why the visitor is banned and click the **OK** button.



Ban Visitor

Ban Details

☐ Ban from All Entities

Entity	Entity Type
Smith, John	Employee

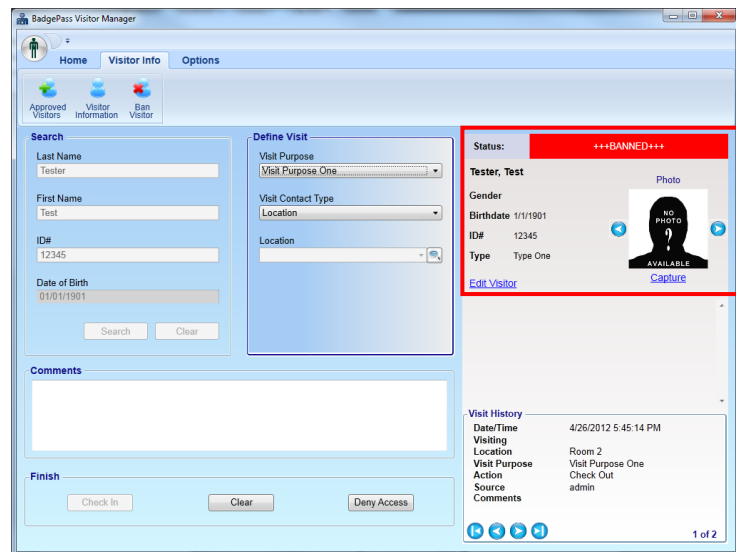
Delete Add

Comments

Disruptive

OK Remove Ban Cancel

If you attempt to check the visitor into a banned location or associate the visitor with a person they have been banned from you will see a red banned message in the status section of the visitor manager screen. To remove the ban from the visitor, simply click the *Remove Ban* button in the screen above.



BadgePass Visitor Manager

Home Visitor Info Options

Approved Visitors Visitor Information Ban Visitor

Search

Last Name: Tester

First Name: Test

ID#: 12345

Date of Birth: 01/01/1901

Search Clear

Define Visit

Visit Purpose: Visit Purpose One

Visit Contact Type: Location

Location: Location

Comments

Finish

Check In Clear Deny Access

Status: +++BANNED+++

Tester, Test

Gender: Gender

Birthdate: 1/1/1901

ID#: 12345

Type: Type One

[Edit Visitor](#)

[Capture](#)

Visit History

Date/Time	Visiting	Location	Visit Purpose	Action	Source	Comments
4/26/2012 5:45:14 PM		Room 2	Visit Purpose One	Check Out	admin	

1 of 2

Identity Manager

Entity Screens

Depending on how your permissions are set to in the BadgePass Management Console, you will see a tab for each entity that you have been given permissions to at least View. Below is what you will see if you have been given permissions to all entities.

The screenshot displays the BadgePass Identity Manager web application. The interface is divided into several sections:

- Header:** Includes a "Home" button and a set of navigation icons (New, Save, Search, Clear, Print, Print All, Read Card, First, Previous, Next, Last).
- Entity Data:** A tabbed interface with tabs for "Employee", "Visitor", "Person 1 Type", "Person 2 Type", and "Person 3 Type". The "Employee" tab is currently selected.
- Form Fields:** Includes input fields for First Name, Middle Name, Last Name, ID Number, Gender (Male/Female), Birth Date, and Type (Administrator). There is also a checkbox for "Is Active".
- Card Information:** Includes a dropdown for Technology, input fields for Badge Number, Pin Number, (Confirm), and Epic Exp. Date.
- Actions:** Includes a "New Card" button and radio buttons for "Active" and "Inactive". A warning message states: "This action will automatically deactivate the existing card."
- Security:** Includes input fields for Username, Password, and (Confirm).
- Groups:** A list box for selecting groups, with "Add" and "Remove" buttons.
- Images:** A section for uploading or viewing images, with navigation arrows at the bottom.
- Badge Preview:** A large area on the left side of the form for viewing a live preview of the badge or card.

Badge Preview

In this section on the Identity Manager screen the user will get a live preview of what a printed badge and or card would look like for any particular entity. These badge previews will vary depending on how the printing rules have been designated with the *Printing Rules* area found within the BadgePass Management Console.

Entity Information

The Identity Manager screen contains the fields that were selected in the BadgePass Management Console -> Clients -> Identity Manager -> Forms Layouts. (Refer to the BadgePass Management Console User Manual for details on selecting fields for the Identity Manager.)

*The *Active* checkbox determines if the entity is set to Active in the BadgePass system. If you set the entity to not active, then the entity will be disabled as well as the entity's card(if one exists).

Example: The form layout in the management console would look like the image below for the screen shot above that shows the Employee tab as selected.

Form Layouts

Entity: Employee

Left Column

- First_Name
- Middle_Name
- Last_Name
- ID_Number
- Gender
- Birth_Date
- Type
- Is_Active
- Card_Preview

Right Column

- Entity_Card
- Security
- Entity_Photo

+

-

Add Delete Add Delete

Operator Prompt:

☐ Required ☐ Read-Only ☐ Searchable

Card Information

NOTE: Both the *Card Information* and *Security* sections MUST be filled in before a card will work in the Access Control system. They can be filled in by different users with different security level at different times but the card will not work until both sections are filled out.

This area allows for the creation of a card associated with the selected entity. The *Technology* field contains the available technologies that have been set to be associated with the selected entity type in the BadgePass Management Console->Access Control->Card Options (ex. Prox, Magnetic Stripe, MOCA). The *Badge Number* field contains the actual data on the card that is used to authenticate and authorize the associated entity in Access Control. The *Pin Number* field contains a pin code that can be used in substitution or addition to the entity card. Obviously, the pin number can only be used if you have an input device that supports pin codes. The *Active* and *Inactive* radio buttons determines whether the current card is active in the system. The *New Card* button is to create a brand new card for the associated entity.

The screenshot shows a web form titled "Card Information" with a light blue background. On the left, there are five input fields: "Technology:" with a dropdown menu showing "MOCA", "Badge Number:" with the value "123456", "Pin Number:" with "****", "(Confirm):" with "****", and "Epic Exp. Date:" with "07/12/2011". On the right, under the heading "Actions", there is a "New Card" button and two radio buttons labeled "Active" (which is selected) and "Inactive". Below the radio buttons, a blue text warning states: "This action will automatically deactivate the existing card."

Security

This section allows for the creation of the associated entity's username and password, as well as the assignment of group membership. Group membership determines the permissions for the associated entity's card and username. Permissions for the group are assigned in the BadgePass Management Console.

The *Username* is based on the contingencies set up in the Management Console -> Clients -> Identity Manager -> Username Generation. To generate a username, click on the *Generate* button. If you have not enabled automatic username generation, then the *Generate* button will not be visible and you will be required to enter one manually.

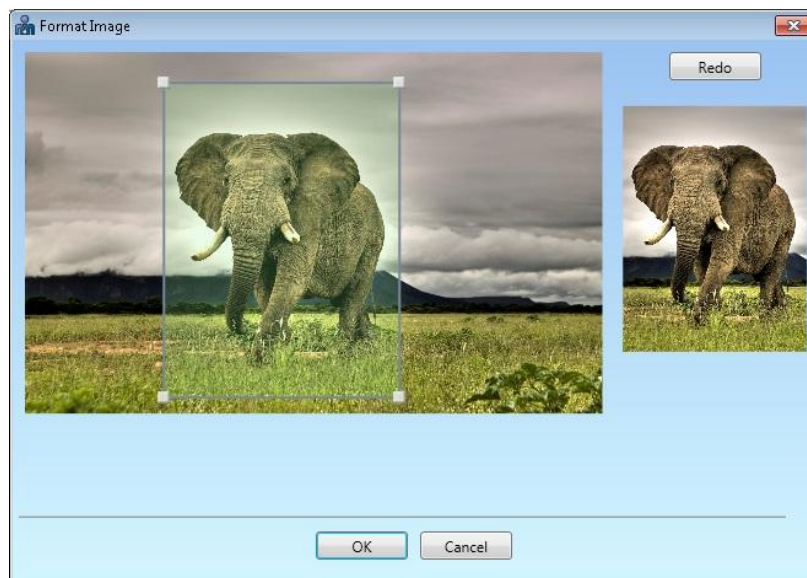
The screenshot shows a web-based interface titled "Security" in a blue header. On the left side, there are three input fields: "Username:" containing "new_emp001", "Password:" containing "*****", and "(Confirm):" containing "*****". Above the Username field is a "Generate" button. On the right side, there is a section titled "Groups" containing a list box with "Administrator" as the only entry. Below the list box are two buttons: "Add" and "Remove".

Images

This section is where you take the entity's picture. Click on the *Capture* link and the image acquisition method that was set up in the *Imaging* section of the context menu will appear.

Example: If you selected file input method then the windows explorer tree will open. If you selected the BadgePass Camera then its capture screen will appear.

After taking or selecting the image the image crop box will appear. Size the crop box to the image size you want. Also you can double click in the area of the image where you want to center the crop box and the crop box will jump to that section. Notice that the image viewer on the right pane will show you the cropped image. As you move the crop box around, the cropped image box will change with the movement. Then click *OK*.



Qualifications

By default, this section is not visible within any of the entity tabs. Just like many of the other sections, it can be added to the entity's form layout in the BadgePass Management Console at *Clients -> Identity Manager -> Form Layouts*.

The screenshot shows a window titled "Qualifications" with a blue border. Inside, there are two main panels. The left panel has a table with two columns: "Name" and "Description". The right panel has a single column: "Name". Between the two panels are three buttons: ">", "<", and "<<".

The list on the left will display all of the currently available qualifications, while the list on the right will display all of the currently selected qualifications for a specific entity. Below is a screenshot showing an example of this.

The screenshot shows the "Qualifications" window with data. The left table has the following rows:

Name	Description
AMTPAR	Tier 1 Air Medical Transport F
AMTPIL	Tier 1 Air Medical Transport F
AMTRN	Tier 1 Air Medical Transport F
APWDL	Tier 1 Assistant Public Works
APWDO	Tier 1 Assistant Public Works
ARFF	Tier 2 Airport Firefighter

The right panel has the following rows:

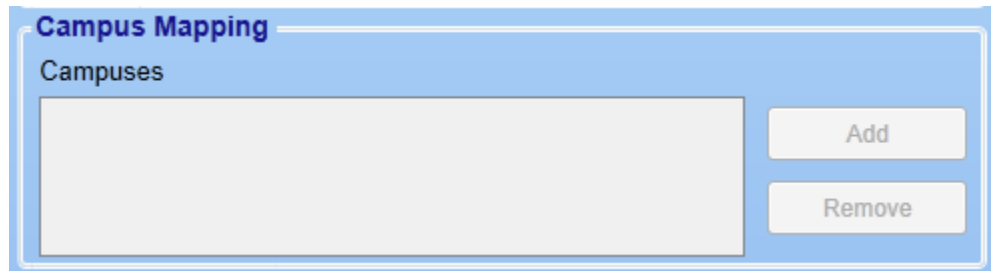
Name
AMTMAN
AMTMEC
AMTMED

The ">" button is highlighted with a dashed border.

It should be noted that as you add specific qualifications for an entity, they will be removed from the list of available qualifications. Likewise, when you remove qualifications for an entity, they will be added to the list of available qualifications. Also, if at any time the list of Epic Qualifications is re-imported into the BadgePass Management Console, the available qualifications will change. In the event that this happens, and you have an entity who has a qualification that is no longer in the system, when removing that qualification from the entity, it will not be added back to the list of available qualifications.

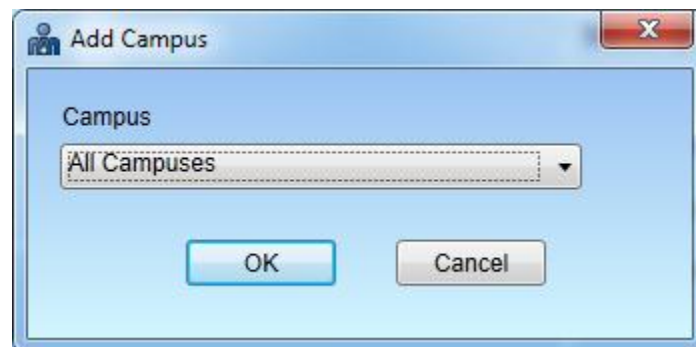
Campus Mapping

By default, this section is not visible within any of the entity tabs. Just like many of the other sections, it can be added to the entity's form layout in the BadgePass Management Console at *Clients -> Identity Manager -> Form Layouts*.

The image shows a software interface titled "Campus Mapping". Below the title is a sub-header "Campuses". Underneath is a large, empty rectangular box for listing campuses. To the right of this box are two buttons: "Add" and "Remove".

This new feature allows the user to now specify the campus or campuses that a particular entity can be associated with. By specifying a campus for a particular entity, that entity will only be visible in Visitor Managers that have been given install locations that are on the same campus or campuses that have been added.

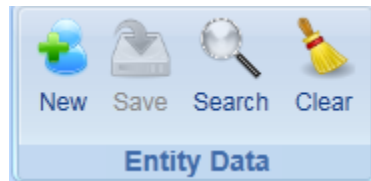
To add a campus or campuses, simply click the *Add* button. At this point you will be presented with the *Add Campus* window that will have a list of all campuses in a drop down list. If you need to add more than one campus, you will have to do so one at a time.

The image shows a dialog box titled "Add Campus". It has a standard Windows-style title bar with a close button (X). Inside the dialog, there is a label "Campus" above a dropdown menu. The dropdown menu currently displays "All Campuses". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Ribbon Buttons

All the ribbon buttons will act the same for all the entity tabs in the Identity Manager.

Entity Data Buttons



New Button

The *New* button clears all of the fields on the currently selected tab and allows for a new entity to be created.

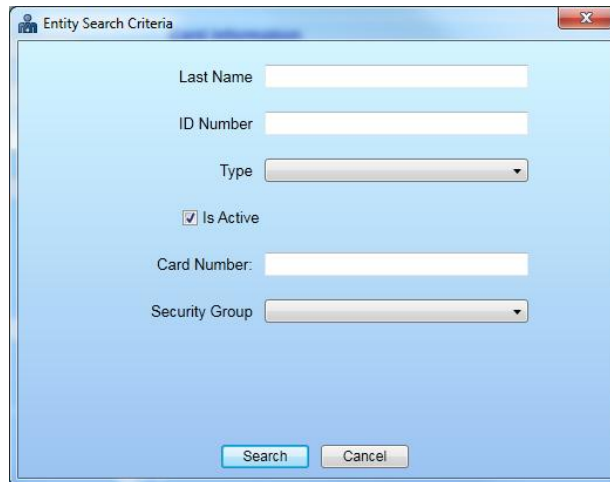
Save Button

The *Save* button saves the information for the currently selected entity. If the entity is a new entity that was initialized by clicking on the *New* button, then save will create the entity with the specified information. If the entity already existed and was obtained through a search, then the save will replace the entity's old information with the current information.

Search Button

The *Search* button allows for you to search for entities of the type of the currently selected tab. Leaving all the fields blank and hitting search will return ALL the records in the database. This could be very resource consuming if your database has a large number of records in it. It could potentially cause timeouts if there is too much data. This is more common but not limited to when you have upper thousands and tens of thousands of records.

Clicking the *Search* button will bring up the search screen as shown below.



The image shows a dialog box titled "Entity Search Criteria". It contains several input fields: "Last Name", "ID Number", "Type" (a dropdown menu), "Is Active" (a checked checkbox), "Card Number", and "Security Group" (a dropdown menu). At the bottom, there are "Search" and "Cancel" buttons.

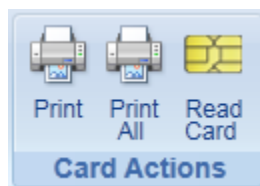
This screen allows for you to search by a single piece of criteria(ex. Last name) or combination of criteria(ex. First Name, Last Name, ID Number). The fields that show up here are determined in the management console. (Refer to the BadgePass Management Console User Manual for details on selecting search fields for the Identity Manager). Also, the searches that are performed are always wildcard searches. For example, if you search with a Last Name criteria of "Ard", it will return all results that start with a Last Name of "Ard." Such results might be "Ardent", "Ardountillas", etc.

Clear Button

The *Clear* button clears all current search results and all current fields.

Card Actions Buttons

****A save is done automatically when you press the *Print* or *Print All* buttons.**



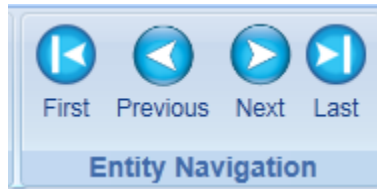
The *Print Button* sends the associated card to the printer. The card design that will print is determined in the Management Console -> Client -> Identity Manager -> Printing Rules section. (Refer to the BadgePass Management Console Users Manual for more details about Printing Rules).

The *Print All* button sends all the presently queried records to the printer.

The *Read Card* button will get prox or smart card card information from a stand alone reader. (Only works with MOCA cards in version 3.1)

Entity Navigation Buttons

The navigation buttons include *First*, *Previous*, *Next* and *Last* buttons. The navigation buttons only apply if there are multiple results from a search.

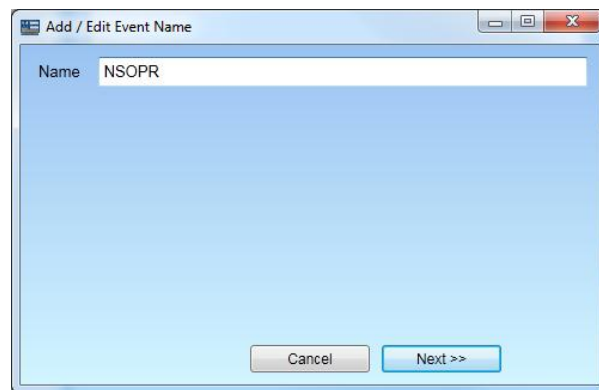
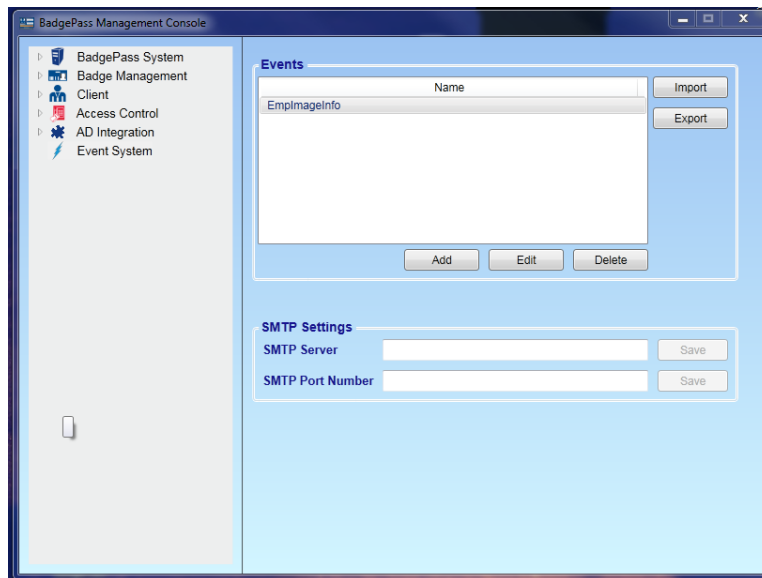


The *First* button will go to the first record in the queried record set. The *Previous* Button will navigate to the record immediately before the current record. The *Next* Button will navigate to the record immediately after the current entity record. The *Last* button will go to the last record in the queried record set.

Appendices

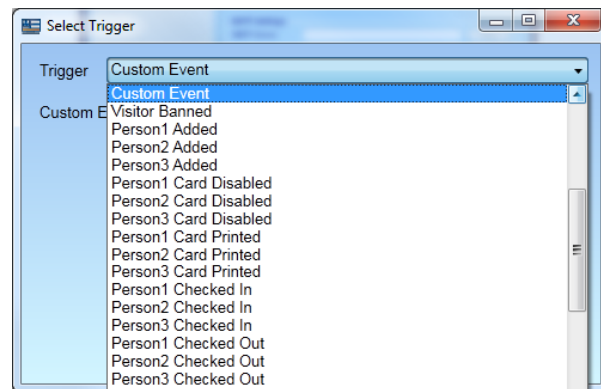
Appendix A – Setting up NSOPR plugin for Visitor Manager

- Begin in the management console in the *Event System* section. Click *Add*

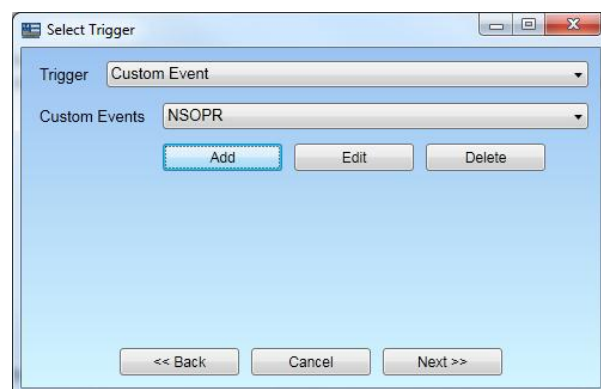
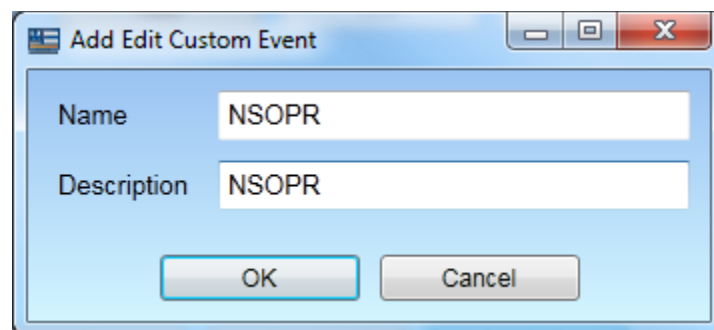


- Give the event a *Name* then click *Next*.

- Under the *Trigger* section select *Custom Event*.

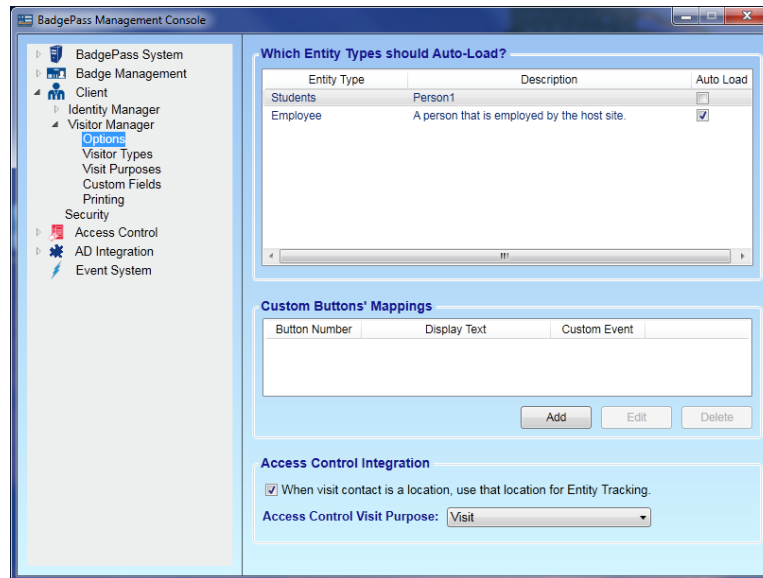


- Click *Add* under the custom event box and name the custom event. This will create a custom event in the background that you will select in the *Client* section of the management console later in the process.

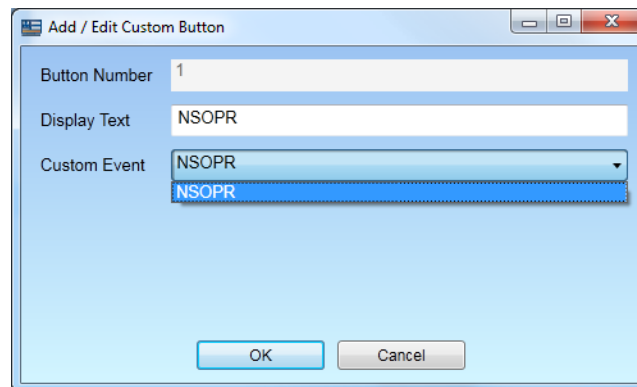


- At this point you can click *Cancel*. Nothing further is needed to be done in the *Event System* section. The custom event has been created.

- Go to the *Options* tab in the *Client -> Visitor Manager* section in the Management Console.

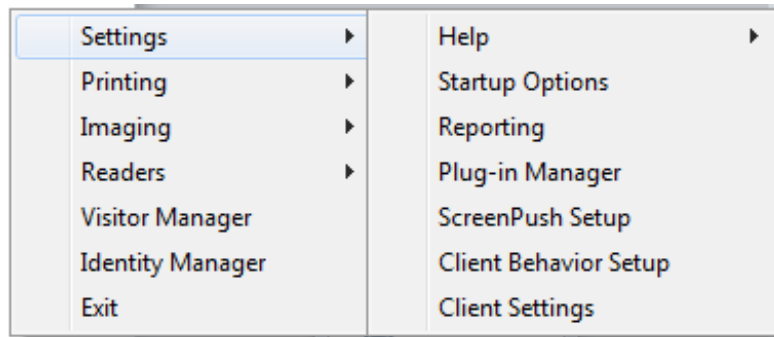


- Click on *Add* under *Custom Button Mappings*. This is how you add a button to the visitor manager ribbon bar.

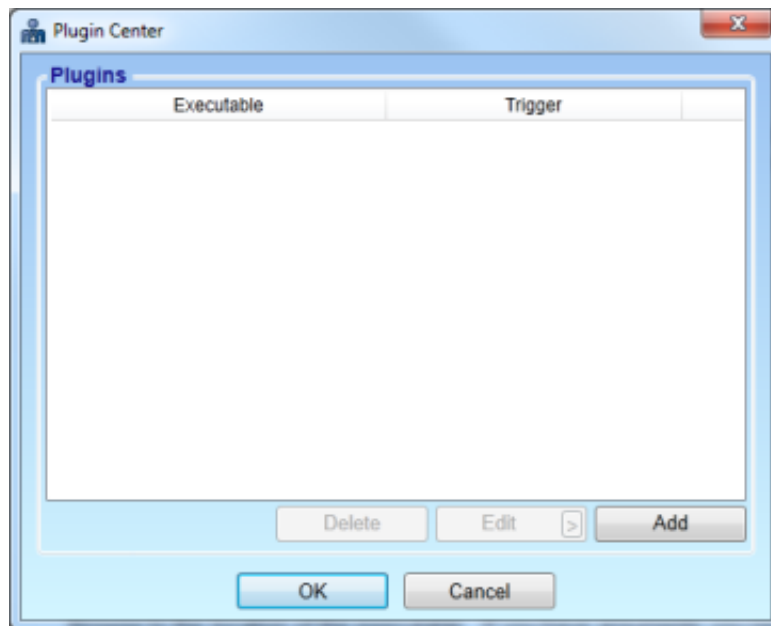


- The next available button number will appear in the *Button Number* field, you cannot change it. Type the text you want to appear on the button in the *Display Text* textbox then select the NSOPR custom event. Click *OK*.
- This is all that needs to be done in the management console for the NSOPR setup. You will need to open the Visitor Manager to finish the set up.

- Right click on the BadgePass client icon in the system tray and select the *Settings* submenu, then select *Plug-in Manager*.



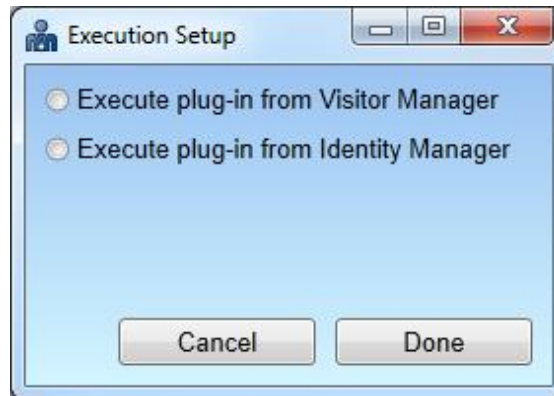
- The following screen will appear.



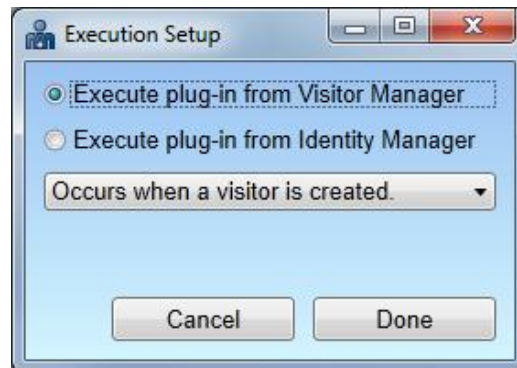
- Click *Add*. The following dialog will appear.



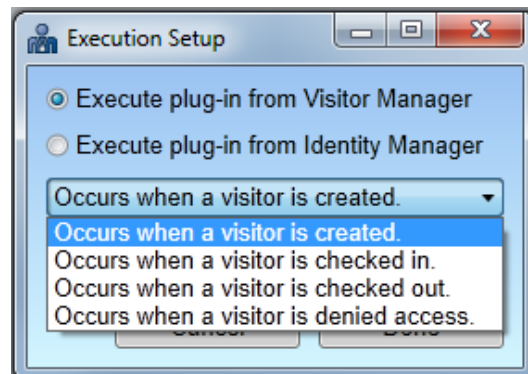
- Select *National Sex Offender Public Website*, then click the *Next* button. The following dialog will appear.



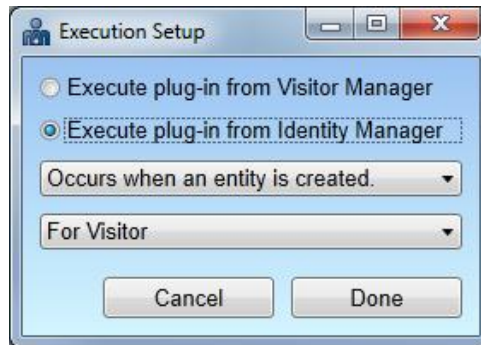
- Choose where the plugin will be executed from. If you choose Visitor Manager you will see the dialog change as follows.



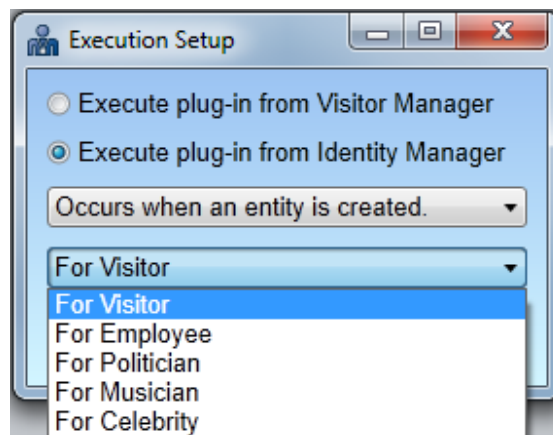
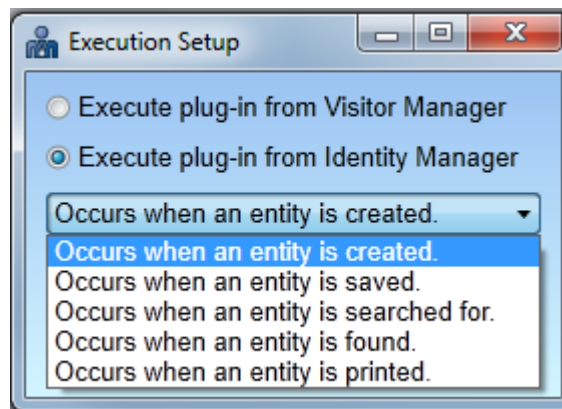
- Next, choose the desired trigger from the drop down list and click the *Done* button. All of the choices in the drop down list are show below.



- If you choose to execute from Identity Manager, the dialog will change as follows.



- Again, choose the trigger that will cause the plugin to execute from the first drop down list. Then choose the particular entity you would like the plugin to execute for in the second drop down list. The full choices for each drop down are shown in the two images below.



- Once you have chosen the trigger and entity, click the *Done* button. Now your plugin center should look as follows.

